

# Lyons Public Library Personnel Policy

Adopted by the Board of Trustees  
September 18, 2001  
Revised: 8/17/04, 6/21/05, 11/18/08  
7/24/12,

1. **Definition of Full time/Part-time**

Full time is 35 hours a week. Part-time is 30 hours or less. Current staff positions and maximum number of hours allowed to work per week is listed below:

<u>Title</u>	<u>Hours per week</u>
Director	35 hours
Assistants	30 hours
Children's Specialist	20 hours
Program Specialist	20 hours
Library Clerks	20 hours or less
Bookkeeper	12 hours or less
Technology Coordinator	10 hours
Custodian	10 hours

2. **Schedule of operations**

A.) Work Week

1. The workweek shall consist of seven days (Sunday through Saturday).
2. All employees work a variety of schedules including some evenings and/or weekends.
3. Individual work schedules will be established at the monthly staff meetings.

B.) Library Closings

1. Holiday closings:

The library will be closed for holiday observations as approved by the Board of Trustees.

- a. Full time employees will be paid for Board approved holidays.
- b. Part time employees will be paid for the Christmas holiday.

2. Emergency Closings

If the Library is closed due to maintenance, weather conditions, or other emergencies, staff members scheduled to work are to be compensated as if they had worked.

3. **Job Descriptions and Compensations**

A.) The staff consists of full time and part time personnel. The qualifications and responsibilities of these positions will follow the job descriptions in this manual.

B.) Salaries and wages are reviewed and adjusted annually by the Board of Trustees. The effective date for salary and wage change is July 1<sup>st</sup>

C.) At the July meeting of the Board, the wage for new hires for the year will be set.

C.) Pay dates are biweekly for all employees. Pay checks are issued through a service. Staff can opt for direct deposit if so desired.

D.) Each staff member who works a shift of more than six hours, which extends over the period from 11 a.m. to 2 p.m. is entitled to a thirty (30) minute lunch break, to be scheduled by her/his supervisor. Each staff member who works a shift starting before 11 a.m. and continuing later than 7 p.m. shall be allowed an additional meal period of at least twenty (20) minutes between 5 p.m. and 7 p.m. Each staff member who works a shift of more than six hours starting after 1 p.m. is entitled to 45 minutes for a meal period at a time approximately midway between the beginning and end of the shift. If the staff member leaves the building to eat a meal, the mealtime is unpaid. If the staff member stays in the building to eat, the mealtime is paid.

Each staff member is allowed one ten (10) minute break if they work four (4) consecutive hours or more. Service to the public must be taken into account in the utilization of work breaks. Work breaks **may** not be combined with lunch breaks to extend the meal period or at the beginning or end of the work period to shorten the workday.

#### **4. Benefits**

##### **A.) Director's Benefits**

1. The Director receives paid vacation in each contract year at the discretion of the Board. Vacation days are not to be taken until earned unless approved by the Board. Vacation days can accumulate into the next contract year but must be used by October 1.
2. The Director receives a set number of sick days per contract year, cumulative up to 20 days.
3. The Director receives 2 personal days.
4. The Director's hospitalization is equal to that provided by the Board of Education under similar circumstances. Payment is made to the supplier of the insurance, equal to 90% of the current premium.
5. Retirement benefits are under State pension plan 75G.
6. All benefits are delineated in the yearly Director's Memo of Agreement approved by the Board of Trustees.

##### **B. Part time Staff Benefits**

###### **1. Vacation**

- a.) On a staff member's fifth anniversary, he/she is eligible for one week of paid vacation. One week will equal the average number of hours the employee usually worked in a week based on the last 52 weeks. After 15 years, staff members are eligible for two weeks of paid vacation. Example: 15 hours of work per week = one week of vacation (15 hours). Vacation days are non-cumulative.
- b.) Staff members shall provide no less than (1) month's advance notice of desired vacation time to the Director.

c.) With prior approval of the Director, each staff member may use vacation time in units of no less than 1 day. One (1) day is equivalent to number of hours worked in a day. The nature of the work or other circumstances may make it necessary to limit the number of staff members on vacation at the same time.

## 2. Personal Leave

a.) Staff members become eligible for four (4) paid personal days each year after one (1) year of continuous service. Personal leave is noncumulative.

b.) Personal leave shall not be used for extending holiday or vacation leaves. The Director has the prerogative to regulate use of personal leave to maintain continuous service to the public.

c.) Application for personal leave requires 48 hours notice in advance of the intended leave time. In the case of an emergency, the Director may waive this requirement.

## 3. Holidays

Each staff member will receive one paid holiday during the Christmas holiday closings. One (1) day is equivalent to number of hours worked in a day.

## 5.) Bereavement:

An employee who has a death in the immediate family (spouse, parent or parent-in-law, child or child-in-law, stepchild or stepchild-in-law, grandchild or grandchild-in-law, sister or sister-in-law, brother or brother-in-law, grandparent or grandparent-in-law, or other relative who is an actual member of the employee's household) shall be granted a leave of absence with full pay for two work days, which may be non-consecutive.

## 6.) Jury Duty:

Employees shall be granted a leave of absence with pay any time they are required to report to jury duty or service. For purposes of this section, "pay" shall mean regular base pay less the daily jury rate. Employees are expected to work all available reasonable hours outside of those actually required for jury duty, in accordance with the employee's regular work schedule.

## 7.) Leaves, Unpaid:

All staff members are eligible for unpaid leave after the completion of two years of employment. Unpaid leave may be granted for a period of up to four months by the Board; extensions will be considered on a case-by-case basis. At least 30 days notice is required for unpaid leaves longer than one month. The Director may grant unpaid leaves of one month or less to staff members. In the case of a leave request by the Director, it may be granted by the Board president. A request for leave must be in writing, and the reason for and duration of the leave must be clearly stated and adhered to. Education, professional development,

parenting, and extended health care are among the reasons that might be considered valid. For leave requests of longer than one month, the Board will review each case separately for determination of approval. If approved, the position will be kept open, or a similar position will be made available. Unpaid leave will not begin until the employee has exhausted accrued vacation time. While on unpaid leave, the employee does not accrue additional vacation, holiday, personal, or sick leave time. In the case of a leave taken by the Director, 1/250 of her/his annual salary is to be subtracted for each day of leave taken.

## **8.) Employee Conduct:**

### **A.) Grooming/Dress:**

The Lyons Public Library is a public-service agency, and each staff member is a representative of the library. A person who is groomed and dressed appropriately indicates care for the position and for the people who use the library. Staff members (paid and volunteer) are expected to be dressed and groomed appropriately when the library is open to the public, and to maintain a pleasant and courteous manner toward the public and other staff members. Inappropriate clothing includes but is not limited to: ripped/torn clothing, dirty clothing, short shorts, mini-skirts, tube tops, midriff bearing tops, t-shirts with derogatory, obscene, foul sayings and/or graphics.

### **B.) Food**

No food is allowed at the front desk. Staff may eat in the office or in the kitchen. Beverages are allowed at the front desk but must not be kept near the computers or in plain sight of the public.

### **C.) After Hours Personnel**

Only current staff members and contractors are allowed in the library when it is closed to the public. Family, friends, and patrons are not allowed in the library after hours.

### **D.) Tardiness:**

All employees are required to report to work at their scheduled time, unless they have notified the Director or another staff person. Any unexcused tardiness shall be considered a violation of this rule. An employee who is tardy three times shall be subject to written warning. Continued unexcused tardiness may be considered as grounds for dismissal after a hearing before the Board, or as grounds for loss of compensation in quarter-hour increments, i.e. five minutes late results in a 15-minute payroll deduction.

### **E.) Absence:**

Any absence not reported to the immediate supervisor at least one hour prior to the time the employee is scheduled to commence work, and any absence not qualifying for vacation or other authorized leave shall be subject to a written warning. Further unauthorized leave may be grounds for dismissal.

## **9.) Personnel Files:**

The Library Director shall maintain a personnel file for each employee, containing the employee's personnel application, evaluations, time sheets, and all letters of commendation, reprimands, and any other actions taken during employment with the library. Each employee shall have the opportunity to review her/his personnel file, in the presence of a Board member or the Director.

## **10.) Personnel Evaluations:**

A.) The work of all employees is subject to continuous informal evaluation by the Director, and the work of the Director is subject to continuous informal evaluation by the Board.

B.) A written evaluation of each employee's work shall be conducted once a year. The Director will develop an evaluation instrument that evaluates performance based upon the employee's primary job responsibilities and upon factors universal for every staff member. Such factors include, but are not limited to: communication with the public; ability to work with others; creativity; attendance; initiative; attitude toward work, and organization and planning of work.

C.) The Director shall meet individually with each staff member to discuss the evaluation, and shall allow the staff member to add written comments to the evaluation prior to signing and dating it. The Director shall report to the Board at its special April meeting that staff evaluation has taken place and go over the evaluations with the Board.

### **D.) New Staff Members:**

1.) New staff members shall be evaluated by the Director six (6) months after the starting date. If the evaluation is satisfactory, a wage increase is allowed.

2.) A new Director shall be evaluated by the Board six (6) months after the starting date.

### **E.) Director:**

The Director shall be evaluated by the Board, using the same evaluation instrument developed for the staff members. The Board shall discuss the Director's performance in executive session at its special April meeting. The Board will then meet with the Director to discuss the evaluation prior to the annual vote. As with the other staff members, the Director may add her/his written comments prior to signing and dating the evaluation. She/he will also be given an opportunity to discuss the evaluation with the full Board.

## **11.) Substance Abuse:**

It is the policy of the Lyons Public Library to maintain a work environment free of substance abuse. This protects the safety of the public with whom we interact and the employees with whom we work. Research shows that breathing second-hand smoke is a significant health hazard for non-smokers, and that it is necessary to protect non-smokers from involuntary exposure to secondhand smoke in various indoor areas,

including places of employment. The Lyons Public Library is a smoke-free work area. Absolutely no smoking is permitted in the building. The unlawful use, possession, dispensation, distribution, manufacture, or sale of a controlled substance by an employee at the worksite, during work hours, or while the employee is on duty or on official library business, is prohibited.

Any employee with an alcohol/substance abuse problem is urged to seek help, obtain information regarding available treatment programs, and develop a plan of action for dealing with her/his substance-abuse problem. Employees may use physician-prescribed medications, as long as the use of such drugs does not adversely affect job performance or the safety of the employee or other individuals in the workplace. Employees violating this policy or failing to seek assistance will be subject to disciplinary action.

## **12.) Staff Development:**

The Library Board recognizes the value of training and educational programs in improving staff performance. Staff members should be selective in requesting leave and should carefully investigate the content, level and purpose of such activities. Every effort will be made to coordinate staff leave requests, while maintaining quality service and meeting the staffing and budgetary needs of the Library.

### **A.) Director/Professional Staff:**

Payment for registration will be made once the conference or convention has been approved by the Board. Payment for transportation and related expenses will be made upon presentation of a written report to the Board. The Director may attend these meetings, and/or designate another staff member to attend, as long as the staffing needs of the Library are adequately met. In addition to the regular Pioneer Library System meetings, the professional staff members may spend additional working days attending classes, conferences, or conventions without prior approval of the Board, so long as they are sponsored by the Pioneer Library System. Other conference and conventions must have prior approval of the Board.

### **B.) Non-professional Staff:**

The Director may approve the attendance of the non-professional staff members at training and other programs that would improve their job performance, within the constraints of the library budget. For employees paid by hourly wage, payment at the regular hourly wage will be made for time spent in the actual training sessions, meetings, conventions, and conferences. Staff will also be compensated for mileage and meals.

## **13.) Discrimination:**

The Lyons Public Library is committed to equal employment opportunity. The Board supports state and federal laws, which prohibit discrimination on the basis of race, ethnic identification, national origin, religion, age, sex, sexual preference, marital status, or non-job related disability. In all instances, the Library Board will seek to employ the most qualified individual. In accordance with the provisions of the Americans with Disabilities Act (ADA), the library will try to accommodate handicapped employees in whatever ways are practicable, in relation to space and equipment needs at the

employee's work location. Requests for such assistance may be made to the Director and will be resolved by the Director in consultation with the Board.

#### **14.) Harassment:**

All employees are entitled to a work environment free from unwanted and illegal discrimination and harassment. Such discrimination and harassment undermines the integrity of the employment relationship and the dignity of individual employees, and impairs the efficiency and productivity of employees in delivering library programs and services. Such discrimination and harassment will neither be tolerated nor allowed.

A.) Sexual Harassment: Sexual harassment refers to conduct directed at a particular person and consisting of unwelcome words or actions of a sexual nature, such as sexual advances, requests for sexual favors, or gender-specific expressions of disrespect or disparagement, when at least one of the following conditions is met:

- 1) submission to such conduct is made either explicitly or implicitly a condition of an individual's securing or continuing employment with the Library; or
- 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting said individual; or
- 3) such conduct, provided it is sufficiently severe or pervasive, has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Employees who feel they have been subjected to discrimination or harassment should follow the grievance procedure as outlined elsewhere in this policy.

#### **15) Grievances:**

It is important to attempt to resolve differences or difficulties at the complaint level before they develop into grievances that could be harmful to morale. A staff member who believes she/he has a grievance shall first discuss the matter personally with the Director within three working days after the occurrence of the matter that created the problem.

If the grievance cannot be settled in this informal manner, the aggrieved staff member shall give a written statement to the President of the Board within five working days after the discussion with the Director. The Board shall respond, in writing, not later than ten days following the second regular meeting following receipt of the written grievance. The Board is the final authority in the matter.

#### **16.) Resignation:**

1.) Full-time employees are expected to file written notice of intent to resign with the Board President at least one month in advance of the last date of employment.

2.) Part-time employees are expected to file written notice of intent to resign with the Director at least two weeks in advance of the last date of employment.

### **17.) Poor Performance/ Dismissal:**

Grounds for dismissal shall be:

- 1) Ethical or moral misconduct on the job
- 2) Insubordination
- 3) Inefficiency of the job
- 4) Failure to perform on the job
- 5) Failure to comply with the provisions of the personnel policy

In cases where continued employment would be seriously detrimental to the staff member, to other staff members, or to the Library, the Director may effect an instant dismissal, with a certified letter of notification to be a formality following the action. The hearing procedure and severance pay outlined in another part of this policy would be available to the dismissed staff member.

### **18.) Evaluation Process:**

In less extreme circumstances, if the Director considers a staff member's performance unsatisfactory, she/he will note this on the annual written evaluation form and point it out when discussing the evaluation form with the employee. If an unsatisfactory situation develops before the next evaluation would normally be performed, the Director shall perform another evaluation and discuss problems with the employee, pointing out where improvement is necessary and suggesting ways in which the staff member might improve.

### **19.) Dismissal Process:**

If, after noting unsatisfactory performance on a written evaluation, the Director finds the situation has not improved, she/he shall use her/his judgment to determine if the situation is potentially correctable. If it is, the Director shall conduct another written evaluation and discuss the problem(s) again with the staff member.

If performance remains unsatisfactory after a two-week period, and the Director feels there is little or no potential for improvement, she/he shall give the staff member a notice of immediate dismissal. This notification shall be given in writing, in person, or via certified mail.

If the staff member wishes a hearing, she/he must make a written request within seven days of receipt of the dismissal notice. A hearing before the Board and the Director, or the Board, will be scheduled no later than the second regular meeting of the Board following receipt of the request for a hearing.

### **20.) Severance Pay**

Any staff member who have resigned, retired or been dismissed are entitled to any unused vacation or personal days.