



8 Route 129 | Loudon, NH 03307 | MaxfieldLibrary.com | (603)798-5153

## **Personnel Policy**

### **QUALIFICATIONS**

Prospective employees shall meet minimum requirements as specified on job descriptions. A job description shall be available for all Library positions and shall be located in the Library.

### **EMPLOYEE SELECTION**

- 1) A candidate for employment shall be considered without regard to race, age, sex, gender, religion, national origin, marital status, sexual orientation, color, ethnicity, or disability.
- 2) Any vacancy shall be advertised in at least three public places.
- 3) No commitment shall be made to a prospective employee without prior approval from the Board of Library Trustees.
- 4) The employment of family members or relatives of persons currently employed or serving on the Board of Trustees can create a potential for perceived or actual conflicts such as favoritism, bias, scheduling conflicts, or personal conflicts from outside the work environment which can be carried into the daily working relationship and overall working environment. Therefore, Maxfield Public Library will not employ family members or relatives of persons currently employed or serving on the Board of Trustees.

### **PROBATIONARY PERIOD**

A six month probationary period will be worked by each new employee. The employee may be discharged during the probationary period at any time if performance is unsatisfactory. An employee demonstrating a satisfactory job performance shall become a permanent employee at the end of the six month period.

### **DRESS AND APPEARANCE**

Library work often includes bending, stretching, reaching, and crawling on the floor. Employees shall be responsible for dressing appropriately for their position and duties and maintain a neat and clean

appearance at all times. Employee attire shall not interfere with job performance or job safety. Jeans that are not stained, frayed, or torn are acceptable. Shirts with logos, images, text, etc. on the front or back are also acceptable if they promote literacy, libraries, or Library programs and contain no provocative or offensive language or images.

## **ATTENDANCE**

The standard hours of work for employees are the hours that the Library is open each day. These are the hours that require Library personnel to be on duty according to their scheduled shift which will be posted 14 days in advance to cover the work requirements for 28 calendar days. All employees are required to work on Saturdays if scheduled to do so.

## **TIME OFF AND MISSED WORK**

Employees must notify the Director within a reasonable time prior to their scheduled start time if unable to report to work for whatever reason (i.e. illness, emergency). Reasonable notification must be submitted to the Director a month in advance for approval for any anticipated absence from the workplace. The Director has the right to deny requests for time off if the request interferes with scheduling. Unexcused absences may be subject to disciplinary action decided by the Director and Trustees. Employees who fail to report to work for three consecutive days without notifying the Library of the absence will be considered as having voluntarily resigned as a result of job abandonment. Employees who call in for three consecutive days due to illness shall be required to submit a physician's letter explaining the absence and/or a return-to-work letter signed by a physician allowing the employee to return.

## **EVALUATIONS**

Every employee shall be given a written performance evaluation and meeting with their supervisor between January and March of each year. These evaluations are separate from employees' probationary period evaluations.

## **PERSONNEL FILE**

The Library Director shall maintain employee personnel files, although key payroll documents, statements of accrued leave and benefits, and other pertinent data concerning the employee's appointment and service shall be maintained by the Selectmen's Office. The Library Director's personnel files shall be maintained by the Board of Trustees and/or the Selectmen's Office. Employees shall be allowed access to their own file and shall be allowed to make photocopies of documents contained therein. Employees may not remove any portion of their file. It is important that the personnel file includes accurate information regarding who should be contacted in case of an emergency. The Director should be notified as soon as possible of any changes in name, address, telephone number, and emergency contacts.

## **CONTINUED EMPLOYMENT**

Employees are free to resign at any time, for any reason, and continued employment at Maxfield Public Library on the employee's side of the employment relationship is at-will. However, continued employment on the Library's side of the employment relationship is governed by RSA 202 A: 17:

202-A: 17 Employees; Removal. – No employee of a public library shall be discharged or removed from office except by the library trustees for malfeasance, misfeasance, or inefficiency in office, or incapacity or unfitness to perform the employee's duties. Prior to the discharge or removal of any such employee, a statement of the grounds and reasons therefor shall be prepared by the library trustees, and signed by a majority of the board, and notice thereof shall be given to the employee not less than 15 days nor more than 30 days prior to the effective date of such discharge or removal. Upon receipt of said notice and within 30 days thereafter, but not otherwise, the employee may request a public hearing. If such request is made, the library trustees shall hold a public hearing on such discharge or removal. The hearing shall be held not more than 30 days after receipt of the request for the hearing, and if the trustees, upon due hearing, shall find good cause for discharge or removal of the employee, they shall order the employee's discharge or removal from office. There shall be no change in salary of such employee during the proceedings for discharge or removal nor until the final effective date of the order for discharge or removal. The provisions of this section shall apply to the employees of any public library except in a case where the city or town has personnel rules and regulations which apply to such employees and which make provision for a public hearing in the case of such discharge or removal.

*Source. 1955, 18:1. RSA 202:10-a. 1963, 46:1. 1996, 33:5, eff. June 23, 1996.*

## **STANDARDS OF CONDUCT**

There are certain standards of common honesty and decent behavior that all employees are expected to follow. Maxfield Public Library believes that the following rules are necessary and reasonable to the proper conduct of Library business. No list of rules is all-inclusive, but the following items are expressly described to guide employees in the recognition of certain behaviors which are clearly prohibited, and which can result in disciplinary action.

1. Absence and lateness: Absence and lateness without good reason, failure to report when absent, excessive or unexcused absences.
2. Attitude: Abusive language, creating any type of disturbance, complaining in front of patrons, uncooperativeness, abuse or neglect of patrons, and abuse, neglect, or intentional destruction of Library property.
3. Employee relations: Abusive or profane language to another employee, intentional destruction of another employee's personal possessions, threatening bodily harm, intent to

strike, and/or striking another employee, creating a disturbance, causing dissension among employees.

4. Incompetence: Repetition of avoidable mistakes to a point that the mistakes demonstrate a willful disregard for Maxfield Public Library's interests.
5. Neglect of duty: Negligence in the performance of duties, which seriously conflict with the Library's interests.
6. Theft or destruction of property: The theft or negligent or intentional destruction of Library property or the personal property of a coworker or patron.
7. Sexual or other unlawful harassment: Discrimination, sexual or other unlawful harassment, or inappropriate conduct are in violation of Maxfield Public Library and/or Town of Loudon personnel policies.
8. Bullying: Behaviors that rise to the level of bullying, which is a form of psychological violence that disrupts the peaceable workplace environment. *Bullying* in the context of the workplace is repeated mistreatment by words or actions that are intended to shame, embarrass, humiliate, degrade, demean, intimidate, and/or threaten an individual or group.
9. Social Media: Employees and trustees should pay particular care in the context of social media. Employees and trustees must identify themselves as such and make it clear that the views expressed are theirs alone and do not represent the views of the Library. Employees and trustees should not maintain any social media site that discusses Library business in a derogative or negative way. All should be respectful of the confidentiality of co-workers, trustees, and patrons and should not make disparaging or harassing remarks about any co-worker, trustee, patron, or the Library. Employees and trustees are not allowed to disclose information that is financial, operational, and legal in nature, as well as any information that pertains to patrons. As public employees and officials, Library employees and trustees are cautioned that speech made pursuant to official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed a violation of any policy of the Library.
10. Insubordination: Acting in an insubordinate manner toward any supervisor or any other directive of Maxfield Public Library and/or Town of Loudon, such as refusal to perform assigned duties as described in an employee's job description.

## **DISCIPLINE**

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. There may be particular situations in which the seriousness of the offense justifies the omission of one or more steps in the procedure: a. Verbal Reminder b. Written Warning c. Suspension or Dismissal

## **COMPENSATION**

*Pay Period*

Employees shall be paid weekly.

The Director shall be a permanent full-time department head and the Children's Librarian shall be a permanent full-time employee. Salaries shall be determined by the Library Trustees in accordance with education, experience, and duties. Permanent part-time employees shall be paid on an hourly basis determined by the Library Trustees in accordance with education, experience, and duties.

#### *Time Sheets*

The Director shall submit weekly time sheets for all employees, copies of which will be maintained at the Library. If an employee is unable to submit a time sheet, the employee must make reasonable attempts to reach out to the Director who will then notify the Selectmen's Office. Employees are responsible for signing off on delayed or corrected time sheets with the Selectmen's Office.

### **BENEFITS**

#### *Workers' Compensation*

All employees are covered by workers' compensation through the Town of Loudon.

#### *Insurance*

The Library shall follow the policies set forth by the Town of Loudon regarding insurance benefits.

#### *Vacation*

1) Vacation time for permanent full-time employees shall be accrued on a monthly basis beginning at the date of hire and based on a 40-hour work week. Employees are strongly encouraged to use their vacation time. A maximum of 80 hours of unused vacation time may be carried over for a permanent full-time employee to the following calendar year.

Permanent full-time employees shall accrue annual leave per the formula below:

1st through 5th year: 1.25 days per completed month (15 days per year)

6th through 5th year: 1.667 days per month (20 days per year)

16th year and greater: 2.083 days per month (25 days per year)

2) Vacation time for permanent part-time employees that work a minimum of 20 hours shall be accrued on a monthly basis beginning at the date of hire and totaling no more than 20 hours. Permanent part-time employees may use any and all accrued vacation time only after they have completed their probationary period. No amount of unused vacation time may be carried over to the following calendar year.

3) Qualifying employees may take vacation as is mutually agreed upon with their supervisor.

### *Compensatory Time*

Salaried employees' annual wages are based on a forty-hour work week. Salaried employees are entitled to compensatory time for hours worked in excess of forty hours per week on average for a calendar year. Compensatory time may be accrued up to ten hours and must be approved by the Library Director in advance, unless compensatory time was accrued as a result of extenuating circumstances (e.g. covering shifts, Library emergencies, etc.)

### *Sick Leave/Family Care*

Sick leave/family care days accrue for permanent full-time employees at the rate of eight hours per month beginning at the date of hire and totaling no more than 720 hours. Sick leave/family care days may be used anytime during the calendar year. A maximum of 720 hours of sick leave/family care may be carried over to the following calendar year.

Part-time employees do not qualify for paid sick time.

In the event of illness, the employee shall contact the Director.

### *Holidays*

The Library will be closed for the following holidays:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Indigenous People's Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Full time staff will be paid for the number of hours usually worked on that holiday. The Library may be closed at the discretion of the Director for other days, such as Christmas Eve or New Year's Eve, but those days are not considered holidays and are without pay if taken off.

### *Closures*

On occasion, the Library may close due to building maintenance emergencies such as mechanical failures, loss of power, or heating and cooling failures. There may be occasions on which the Library will be closed due to inclement weather, at the discretion of the Library Director. Employees scheduled to work the day of an unexpected closure will be notified as soon as possible and shall be entitled to pay.

### *Mileage*

1) Mileage costs shall be paid in accordance with IRS rates.

2) The Trustees shall authorize reimbursement for the following mileage:

- Travel for required classes
- Travel for professional meetings such as SILC, NHLA, and State Library meetings relevant to the Library's needs

## **CONTINUING EDUCATION**

The Library Trustees shall authorize payment of tuition and other related expenses for the Director, Children's Librarian, and other staff members to attend approved, work-related courses.

The Library shall pay for the Director's and the Children's Librarian's membership in essential professional associations such as NHLA.

The Library Trustees shall authorize reimbursement for attending certain professional meetings including registrations, meals, and hotel expenses.

## **PERSONNEL POLICY PROVISIONS**

The provisions of the Maxfield Public Library Personnel Policies apply to all Library employees. Other provisions not specified in this Personnel Policy should be referred to the Personnel Policies Manual for the Town of Loudon. This document supersedes all personnel policies previously established or approved by the Library Board of Trustees.

\_\_\_\_\_ Date \_\_\_\_\_

(employee signature)

Approved 4/99

Revised 3/01

Revised 3/07

Revised 1/17

Revised 11/18

Revised 12/19

Revised 2/2020

Revised 2/2023