

Madison Library Personnel Policy

This Personnel Policy shall apply to all employees of the Madison Library. In addition, all employees shall comply with the employment laws of the State of New Hampshire as well as the Personnel Policy for the Town of Madison for any areas not specifically addressed in this Policy.

QUALIFICATIONS: The Trustees of the Madison Library, per RSA 202-A:11, “appoint a librarian who shall not be a trustee and, in consultation with the librarian, all other employees of the library and determine their compensation and other terms of employment.” Specific qualifications are established in job descriptions for each position. Selection of all staff members shall be based solely upon merit, including personal and educational qualifications, training, and aptitude for the position involved.

The Librarian will make recommendations for hiring and firing of employees whom he/she supervises. The Board will make hiring and firing decisions.

JOB PERFORMANCE: Employees are expected to know and to follow the Library Mission Statement and all policies of the Library.

CONFIDENTIALITY: RSA 201-D:11 requires that the library’s circulation records and other records identifying the names of the library users with specific materials are confidential. The trustees or staff shall not make these records available to any agency of the state, federal or local government without consent or by subpoena or court order. This information shall not be communicated to others by casual conversation or careless treatment of records. Please refer to The Madison Library Policy on Use and Confidentiality of Information for specifics.

RATE AND MANNER OF PAY: The Board of Trustees will take into consideration education, experience, and duties for each position in establishing an hourly rate. Part-time employment is currently adequate to meet the library’s needs.

- Worked hours will be recorded on time sheets by the employee at the end of the day worked. The Librarian’s time sheet may be approved by the Treasurer (or substituting board member) for each pay period before being submitted to the Town for payment. Other employees shall submit time sheets to the Librarian for approval before they are forwarded to the Town for payment. The library follows the Town pay periods.

STAFFING OF LIBRARY: The Board of Trustees will determine the hours that the library will be open and will preapprove hours worked by the Librarian and Assistants during time the library is closed. Two people will be scheduled at times when the library is open. To accomplish this volunteers will be requested to serve as the second person on duty during open hours. The Librarian and Assistants will be paid for closed or reduced hours due to inclement weather.

PROBATIONARY PERIOD AND PERFORMANCE ASSESSMENT: 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.

- Three to five months into the probationary period the employee will have a job performance assessment completed by the Board. If the probationary period is allowed to lapse, the employee will be given a job performance assessment annually; to be completed in August in order to be available for Board planning for the next fiscal year.
- If the Board has reason to believe an employee's job performance is no longer effective or that violation of library policies is hindering the accomplishment of the library goals, the Board will make an effort to work with the employee to improve performance. If the effort fails the Chairman of the Trustees shall notify the employee of the problem in writing. Additional notices may lead to dismissal procedure.

WORKING CONDITIONS: If a problem arises with the working conditions in the library, employees are urged to make a good faith effort to resolve the problem informally and on a personal basis. If this is not possible, the employee will follow the Grievance Policy attached.

VACATION POLICY: The employee is eligible for one weeks paid vacation during the first year of employment and after six months of service. Following the first year of employment vacation will be provided annually according to the following table. The employee must give no less than two weeks notice prior to the time vacation is requested.

<u>LENGTH OF EMPLOYMENT</u>	<u>VACATION TIME</u>
1 Year through 3 Years.....	10 Days
4 Years through 7 Years	15 Days
8 Years through 12 years	18 Days
13 Years through 19 years	20 Days
20+ Years.....	25 Days

Vacation eligibility is dependent upon continuous service. Annual vacation may be taken at one time or several days at a time with the consent of the Librarian Director/Trustees. No employee may carry over more than fifteen (15) days/120 hours of vacation time from one year to the next. For the purpose of this policy, one week shall be the equivalent of five (5) days.

SICK LEAVE: Employees will be allowed five paid days sick leave per year, non- accumulative, and applying only to personal illness or illness of child, spouse, or parent. Day refers to the hours scheduled for any given day. A "day" may be four hours or eight, depending on the scheduled hours for that calendar day. The Librarian will notify the Chairman of the Trustees of the illness, and the Chairman will find a substitute. Other employees will notify the Librarian of illness, and the Librarian will find a substitute.

HOLIDAYS: When one of the following observed holidays falls on a scheduled work day the employee will be paid for hours scheduled: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Eve after five o'clock, Thanksgiving Day, Christmas Day, and Christmas Eve and New Year's Eve after four o'clock.

MISCELLANEOUS:

- Wages paid bi-weekly by the Town
- Federal income tax deducted from each paycheck
- F.I.C.A. deducted from each paycheck
- Workers Compensation provided by the Town
- Unemployment provided by the Town
- Retirement is not available to part-time employees
- Health and Life insurance is not available to part-time employees
- Pension Plan is not available

CONFERENCES, TRAVEL, ETC: Employees will be reimbursed for time (not to include travel time), mileage, and expenses incurred to attend relevant library conferences with the approval of the Trustees. An estimate of expenses must be provided before approval will be given. Receipts of incurred expenses must be provided before reimbursement will be given. The Trustees will pay the Librarian's dues to the New Hampshire Library Association

COURSE REIMBURSEMENT: The Board of Trustees will reimburse 50% of the cost of approved courses upon successful completion with a final grade of B for the course. Employees are required to apply for available scholarships prior to reimbursement. Trustees will continue to pay 50% of the balance if a partial scholarship is received.

- If the Trustees require the employee take a course in order to continue employment, the Trustees will reimburse fully (time and expenses) for successful completion of the course.

JURY DUTY: If an employee is called for jury duty, he/she will be paid the difference between his/her pay and jury pay.

RESIGNATION: Employees shall provide thirty day written notice to Board of Trustees.

DISMISSAL: Procedure will follow RSA 220-A:17

DEATH IN THE FAMILY: Employees will have three consecutive days available for a death in the immediate family. "Immediate family" will include spouse, children, parents, siblings, grandparents, or grandchildren. Additional leave must be approved by the Trustees. Employee will be paid for the day of the funeral if it falls on the employee's regular work day.

Approved by the Board of Trustees: February 20, 1998

Amended: July 21, 2004
Amended: October 15, 2008
Amended: October 27, 2010
Amended: December 18, 2013
Amended: January 21, 2015
Amended: October 20, 2021

Chairman _____

Copy received by employee _____