**Personnel Policy of the Haston Library**

The Haston Library operates on a calendar year Jan. 1-Dec. 31

**Vacation Time:** The permanent staff of the Haston Library will be eligible for the following paid vacation based on the number of hours of employment. Paid vacations are to be scheduled at least one week in advance and are based on the average number of hours per week that employee works throughout the year. It is the understanding of the Board of trustees and Head Librarian that vacation time will be made at the discretion of the trustees.

Unused vacation time may not be carried over to the next year, but must be used by the end of that year. The Haston Library, a municipal library, will use requirements of Vermont Statutes and the Town of Franklin’s personnel policy as guides in setting our personnel policy.

After completion of 15 months of employment an employee will get one week of vacation based on the average number of hours worked throughout the year.

Those employees hired before January 2017 are grandfathered for vacation and sick time.

**Sick Time:** An employee shall accrue earned sick time on all hours worked at a rate of no less than one hour of earned sick time for every fifty-two hours worked.

**Voluntary Time Off:** Voluntary Time Off (VTO) is time off that is taken voluntarily by permanent staff without pay, with prior approval by the Board of Trustees and the Head Librarian. This time off must be scheduled at least two weeks in advance unless otherwise authorized. VTO must not exceed two workweeks per year. It is the understanding of the Board of Trustees and the Head Librarian as well as the staff that requests for VTO can and will be denied if these requests shall negatively affect the operation of the Haston Library.

**Military Leave:** All full time staff of the Haston Library who are members of any branch of our Armed Forces or National Guard shall be allowed time off to perform required annual training in accordance with V.S.A. 21, §491-493. It is at the discretion of the Board of Trustees and the Select board whether compensatory time may be used in lieu of military duty without pay. Upon request of the employee’s unit commander, the Board of Directors and/or Select board may authorize up to 15 days of extra duty without pay.

**Bereavement/Funeral Leave:** All permanent staff of the Haston Library are entitled up to 3 days of bereavement leave with pay for absences caused by the death of an employee’s immediate family. Immediate family shall be defined as employee’s spouse, child, mother, father, brother, sister, father in law, mother in law, brother in law, or sister in law. This paid leave is per occurrence. Additional unpaid time may be taken upon request with the approval of the Board of Trustees.

**Jury Duty:** All permanent staff of the Haston Library may be granted jury leave in accordance with V.S.A 21, §499.

**Other Benefits:**
Statutory Benefits: To the extent required by law, all eligible Haston Library employees will be enrolled in the statutory Social Security, Workers Compensation, and Unemployment programs. All statutory program benefits, limitations and contributions shall be determined by the applicable statutes and regulations.

Family and Medical Leave Act: All permanent staff of the Haston Library will be eligible for up to 12 weeks of unpaid, job-protected leave per year to care for their immediate family or themselves due to medical reasons. Employees are eligible if they have worked for at least one year and for 1,250 hours over the previous 12 months with the Haston Library.

Employee Notice:

- Eligible employees seeking to use FMLA leave must give a minimum of 30 days notice to the Library Director and the Board of Trustees when the need is foreseeable.

Leave Entitlement:

- For the birth of a child, and to care for the newborn child
- For the placement with the employee of a child for adoption or foster care, and to care for the newly placed child
- To care for an immediate family member (spouse, child, or parent (but not a parent in law) with a serious health condition
- When the employee is unable to work due to a serious health condition.
- Leave to care for a newborn child must occur within the 12 months immediately following the birth or adoption of the child.

Intermittent/Reduced Schedule Leave:
This leave may be taken when medically necessary to care for a seriously ill family member or because of the employee’s own serious medical condition. Intermittent or Reduced Schedule Leave for the birth of a child or an adoption or foster child will be at the discretion of the Board of Trustees of the Haston Library.

Holidays: The library will be closed and the staff compensated for the following holidays when the holiday falls on a scheduled work day. The Board of Trustees may elect to close the library on additional days with paid leave for the staff at the discretion of a majority vote of the Board.

New Years Day- January 1st
President’s Day- 3rd Monday in February
Town Meeting Day- 1st Tuesday in March
Memorial Day- May 30th
Independence Day- July 4th
Labor Day- 1st Monday in September
Veterans Day- November 11th
Thanksgiving- 4th Thursday in November
Christmas- December 25th
Expenses: The Librarian’s membership in the Vermont Library Association will be paid for. Mileage payment (at the federal rate) will be made when the librarian(s) attends regional and state meetings, accreditation workshops, and county librarian meetings. Mileage must be calculated from the closest point. Librarian(s) will be paid their regular wage for the time spent at required professional development meetings (within the budget).

Membership dues to the VLA will be paid by the library for the Board of Trustees. The library will pay registration fees and meal costs at the Vermont Library Conference for permanent employees and trustees.

Resignation Notice and Requirement: The library requires a minimum of two weeks scheduled library openings as notice. One month is preferred.

Termination Policy: In the event it is felt by the board that a librarian fails to perform the duties expected of the position, or oversteps the boundaries of the position to the point at which the board must act, the following steps will be taken:

Following an executive session of the next scheduled Board meeting, or emergency meeting, the Board will meet with the librarian to seek resolution on the issue.

● If resolution is not achieved, the librarian will be given a formal reprimand in the form of a letter of warning.
● In the event that after proper discussion by both sides, and a period of time to remedy the problem, the matter cannot be resolved a termination notice may be issued.

Substitute Librarian: A substitute librarian, from a preapproved list, will be paid at the rate of the assistant librarian and be called by the librarian for work during sick leave, training sessions and meetings. In the event that either librarian substitutes for the other, they will be paid their regular wage.

Librarian Performance Evaluation: The librarian is to receive a copy of the Personnel Policy and Job Description each time a revision is made. An annual written evaluation by the Board of Trustees will be completed between September and November meetings, at which time the librarian will submit in writing goals for the coming year and both evaluation and goals will be discussed.

Employee Development Policy: The Haston Library is committed to ensuring that all permanent library staff has the opportunity to continuously learn and develop new skills while employed at the Haston Library. The following are the guidelines for employee development:

● The library director will attend all trainings required of the Department of Libraries and the Vermont Organization of Koha Libraries.
● Other permanent staff will attend professional development trainings during paid working hours at the discretion of the Library Director.
● With the Board of Trustee’s approval, any employee may take additional unpaid days for workshops.
● The Library Director will keep accurate records of employee development including hours, workshop titles, expenses, and substitutes needed.
• Any exception to these policies requires prior approval of the Board of Trustees.
• If at any time the Haston Library does not have a certified librarian on staff, the Board of Trustees may allow the librarian to take additional paid workshops.

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