

## **Personnel Policy of the Haston Library**

Unless otherwise specified, the Board of Trustees of the Haston Library will adopt the Town of Franklin's Personnel Policy. In all Personnel Policy matters the library staff report to the Library Director (rather than the Department Head or Foreman) and the Library Director reports to the Board of Trustees (rather than the Selectboard), and the terms shall be substituted.

The Haston Library Board of Trustees reserves the right to set personnel policies for the Library Director and staff separately from the Town, in accordance with 22 V.S.A. § 143(a).

This policy applies to all employees of the Haston Library.

**Schedules:** The Haston Library Director shall work a regular weekly schedule, as defined by the posted hours of the library. Other library staff shall work as scheduled by the Library Director.

**Paid Time Off:** The Haston Library Paid Time Off year operates on a calendar year Jan. 1-Dec. 31

**Vacations:** Permanent Employees of the Haston Library will be eligible for paid vacation based on the number of hours of employment as described below. Paid vacations are to be scheduled at least one week in advance. Unused vacation time may be carried over to the next year.

After completion of 12 months of employment an employee will get one week of paid vacation per year equalling the average number of hours worked per week throughout that year.

**Holidays:** The library will be closed and the staff compensated for scheduled work time for the holidays listed in the Town's Personnel Policy when the holiday falls on a scheduled work day. If an employee works on a listed holiday, the employee may choose to take a floating holiday, with pay, within one week of the scheduled holiday. If a holiday falls on a Sunday, the library will be closed the following Monday.

The Board of Trustees may elect to close the library on additional days with paid leave for the staff with a majority vote of the Board.

In addition to the holidays listed in the Town's Personnel Policy, the Haston Library also observes:

Martin Luther King, Jr Day	3rd Monday of January
Town Meeting Day	1st Tuesday of March

**Sick Time:** An employee shall accrue earned sick time on all hours worked at a rate of one hour of earned sick time for every fifty-two hours worked. Sick time may not be carried over to the next year.

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

**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 in accordance with V.S.A. 21 §472. 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.

**Health Insurance:** All full time permanent library employees shall receive single person health insurance coverage at no cost to the employee. The employee may elect to enroll in a two person or family plan with the difference in premiums being the sole responsibility of the employee.

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

- The Librarian/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 approval of the Board of Trustees, any employee may take additional unpaid days for workshops.
- The Librarian/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/Library Director on staff, the Board of Trustees may allow the Librarian/Library Director to take additional paid workshops.

**Expenses:** The Librarian/Library Director's membership in the Vermont Library Association will be paid for. Mileage payment (at the federal rate) will be made when the Librarian/Library Director attends regional and state meetings, accreditation workshops, and county Librarian/Library Director meetings. Mileage must be calculated from the closest point. The Librarian/Library Director 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.

**Substitute Librarian:** A substitute, from a pre-approved list, will be paid at the rate of the library clerk and be called by the Librarian/Library Director for work during sick leave, training sessions and meetings. In the event that a library employee substitutes for another, they will be paid their regular wage.

**Librarian/Library Director Performance Evaluation:** The Librarian/Library Director 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/Library Director will submit in writing, goals for the coming year and both evaluation and goals will be discussed.

**Termination:** 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/Library Director to seek resolution on the issue.
- If resolution is not achieved, the Librarian/Library Director 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.

**Background Check:** The Board of Trustees may require a background check on any potential employee. The cost of the background check will be covered by the library. Any conviction for a crime involving a child, violence, or sexual offense will disqualify an applicant from employment. The contents of the background check will not be disclosed to anyone other than the applicant and those responsible for hiring.