

Personnel Policies Gale Library, Newton

The policies stated in this document are intended as guidelines only and are subject to change at the sole discretion of the Gale Library Board of Trustees. This document should not be construed as and does not constitute a guaranteeing employment for any specified duration. Although we hope that your employment relationship with the Gale Library is long term, the Gale Library Trustees may terminate this relationship at any time for cause. Please understand that only the Gale Library Board of Trustees has the authority to enter into any agreement with you for employment for any specified period of time or make any promises or commitments contrary to the foregoing. Further, any employment agreement entered into by the Gale Library Board of Trustees shall not be enforceable unless it is in writing.

American Library Association Bill of Rights

The Gale Library Board of Trustees fully acknowledges and adheres to the principles set forth in the American Library Association Bill of Rights.

American Library Association Code of Ethics

The Gale Library Board of Trustees fully acknowledges and adheres to the principles set forth in the American Library Association Code of Ethics.

Employment Practices

Non-Discrimination Statement

The Gale Library does not discriminate against qualified individuals on the basis of national origin, race, color, gender, creed, age, marital or familial status, or mental or physical disability.

Recruitment

The recruitment of a new Library Director will be conducted by the Board of Trustees. The recruitment of new employees will be conducted by the Board of Trustees in consultation with the Library Director. Applications for open positions are available to current Gale Library employees and outside applicants.

Hiring and Firing

According to [NH RSA 202A:15](#) the Board of Trustees are granted the power to hire a librarian (Library Director) for an agreed upon term of years. According to [NH RSA 202A:11](#) all other employees of the library are appointed by the Board of Trustees in consultation with the librarian (Library Director) and serve at the pleasure of the Board.

According to [NH RSA 202A:17](#) the Board of Trustees are also granted the specific power to fire library employees for “malfeasance, misfeasance, or inefficiency in office, or incapacity or unfitness to perform the employee’s duties.” The Board of Trustees may only discharge an employee for cause, with written notice to the employee, and if requested by the employee, after a public hearing before the Board of Trustees within 30 days of the notice.

The Board of Trustees are not prevented from laying off an employee due to lack of funds or other reasons beyond the control of the Board.

All staff and volunteers are required to submit a copy of a Criminal Record Release Authorization Form. The library will cover the cost for this service. All staff members must have a photo ID in their Personnel file.

Personnel Actions

Confidentiality of Personnel Records

Personnel records are to be kept strictly confidential. An employee has the right and may access his/her own personnel record at any time; all others are limited access on a need-to-know basis or as required by law.

Performance Reviews

The orientation period for a newly hired Library Director will be a minimum of six months. Upon the completion of the orientation period a job evaluation will be conducted by the Board of Trustees. Provided a positive evaluation is reached, the position will be considered filled. Further, the Library Director will be evaluated by the Board of Trustees annually, on the approximate anniversary date of hire.

The orientation period for all other employees will be a minimum of three months. Upon the completion of the orientation period, a job evaluation will be conducted by the Library Director and will be presented to the Board. Provided a positive evaluation is reached, the position will be considered filled. All employees will be evaluated by the Library Director annually in September. The results will be presented to the Board.

All completed job performance evaluations will be made available to all those being evaluated. Each employee will be required to sign acknowledgment of receiving and reading his/her evaluation. Any employee can meet with the Library Director and Board of Trustees to discuss any dissatisfaction with the evaluation. The signed original for each employee will be kept confidentially in the Personnel Record for that employee.

Copies of the employee performance evaluation forms are attached.

Disciplinary Action

As manager and supervisor of library operations and human resources, the Library Director will keep written documentation of disciplinary action for all employees. The Library Director will report such documentation to the Board of Trustees. The Board of Trustees, as the governing body of the library, will keep written documentation of disciplinary action for the Library Director. Disciplinary action will be taken when an employee willfully and/or continually works against the library policies and procedures resulting in: 1) a disturbance in regular work patterns, performance, or public service, and/or 2) recurring behaviors or work habits that interfere with an employee's ability to complete his/her duties as outlined in his/her job description. Records of disciplinary action will be kept confidential in the relevant personnel file and the employee will receive a copy of the report. An employee can reply in writing and request it be filed in their personnel file. An employee can request a meeting with the Library Director and the Board of Trustees to discuss his/her disciplinary action. An employee will be given reasonable opportunity for improvement, in good faith.

Grievance Procedure

The Board of Trustees will honor and follow all grievance requests and procedures in compliance with NH RSA 202A:17. See also above, Disciplinary Action.

Dismissal

If it has been determined an employee will be removed for cause, or for reasons beyond the control of the Board, the employee will be given written notice in accordance with NH RSA 202A:17.

Resignation

Employees are expected to present a notification of resignation in writing to the Library Director and notification to the Board of Trustees. The position of Library Director is expected to give a minimum of a one-month notice. All other employees are expected to give a minimum of a two-week notice.

Salary Administration**Determination**

Wages and number of hours worked for all positions will be established annually by the Board of Trustees, as determined by the Newton Town Meeting vote of the Library Budget. All future wage adjustments shall be governed by the Newton Town Meeting vote of the Library Budget.

Deductions

Social Security, Medicare and all other taxes required by federal and state law shall be withheld from pay. The Gale Library and the Board will comply with all court-ordered deductions from paychecks.

Time Records/Pay Checks

Time records and other records of time worked will be kept by the library. New Hampshire State law requires that such records be kept for four years.

Benefits at Termination

According to New Hampshire State law all accumulated sick days will be paid to terminated employees; this does not include accrued vacation or personal time.

Conditions of Work**Work Schedule and Breaks**

For every four consecutive hours worked, all employees are entitled to one 10 minute break. For every five consecutive hours worked, all employees are entitled to one 30 minute break.

Non-Harassment Policy

The Gale Library does not tolerate sexual harassment in the workplace as defined by the N.H. Human Rights Commission. The library will handle complaints according to current federal and state laws. Any complaints must be submitted in writing to the Gale Library Board of Trustees.

Security at Work

Security measures are in place and all employees will be made aware of policies and procedures related to security at the time of hire.

Worker's Compensation and Unemployment Compensation

Worker's compensation and unemployment compensation claims will be handled according to current laws established by the State of New Hampshire.

Leave of Absence**Vacation**

The Library Director will receive two weeks paid vacation after one year of service. After five years of service the Library Director will receive three weeks paid vacation. The maximum to be earned is three weeks paid vacation.

All other employees will receive two weeks paid vacation after one year of service. The maximum to be earned is two weeks of paid vacation.

A week's pay is considered the normally scheduled working hours for a 7-day work week.

Vacation time must be used during the current fiscal year. There will be no reimbursement for unused vacation time.

Temporary and/or seasonal employees are not entitled to paid vacation time.

Other Leave

The Library Director is entitled to a total of 64 hours paid days per fiscal year to be used as sick days or personal time. Other leave, including personal time, may not be accumulated and must be used within the fiscal year. The Library Director will not be paid for other leave, and personal time, not used. In the event that the Library Director has exhausted all other forms of leave, an amount equivalent to the hourly rate not worked will be deducted from his/her wages.

All other employees do not receive pay for days not worked due to illness or personal time.

Bereavement Leave

All employees are entitled to three paid days for immediate family deaths. In the event of a unique situation, the Board of Trustees reserves the right to review requests for an extension of leave. Definition of immediate family: Spouse, parent, sibling, child, grandparent, grandchild, in-law.

Maternity, Jury, Military Leave

A leave of absence will be granted in full compliance with all federal, state and local laws in effect at the time of leave.

The library will supplement jury pay to equal the employee's base library wages on days missed due to jury duty.

Holidays

The Library Director will be entitled to 11 paid holidays per year. Actual holidays will be determined by the Board at the beginning of the fiscal/calendar year and will be forwarded to the Library Director. The Board reserves the right to use two of these holidays as floating holidays to allow for non-Christian holidays or the substitute for other time off.

All other employees, excluding temporary/seasonal staff, will be paid for holidays for which they are regularly scheduled.

Unpaid Leave

Requests for unpaid leave will be addressed with the Board by all employees. If possible, requests should be made in writing and should be filed one month in advance. There is no guarantee requests will be granted and the Board is under no obligation to grant such requests.

Employee Benefits

Health Benefits

Health benefits are not available for part-time employees at this time.

Professional Development

All employees will be given the opportunity to request financial assistance for courses and workshops that, if completed, will directly benefit the library. Reimbursement will be contingent upon completion of course and grade received of 3.00 GPA or better.

Reimbursements

All employees will be reimbursed for mileage expenses for attendance at professional meetings, conferences and other work-related events and trips. Reimbursement forms will be submitted no later than the last day of each month, along with time records, to ensure timely delivery of reimbursement.

Memberships

The Library will maintain memberships with the New Hampshire Library Association, American Library Association, CHILIS, and a regional Library Cooperative.

All membership fees and mileage expenses will be paid by the library.

Job Descriptions

Responsibilities and duties for each position are explained and outlined in the attached job descriptions. A job description will be given to all candidates during the interview and/or at the time of hire. It is expected that upon hire a new employee has read and understood the job description for his/her position.

Job descriptions are included in the personnel policies.

I understand that the Gale Library Personnel Policies set forth in this document are not an expressed or implied contract of employment, but rather an overview of the working rules of the Gale Library and the benefits offered and that these can be changed at any time at the discretion of the Gale Library Board of Trustees.

Amended Policy on July 11, 2007

Amended Policy on December 12, 2007

Amendment on March 9, 2011

Amendment on July 18, 2012

Amendment on August 8, 2012

Amended on February 14, 2013

Amended on May 14, 2014

_____	_____
Employee Signature / Printed Name	Today's
Date	

_____	_____
Library Director Signature / Printed Name	Today's Date

_____	_____
Gale Library Board of Trustees Signatures	Today's Date