

# Westford Public Library Personnel Policy

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### INTRODUCTION

Westford Public Library is a department of the Town of Westford. The affairs of the library are managed by the Westford Public Library Board of Trustees.

### 1.PURPOSE and ADMINISTRATIVE AUTHORITY

1. The purpose of this document is to provide information to library employees and other interested parties regarding the policies and related procedures that apply to employment by the Westford Public Library. Library employees are paid from the Library's Town-appropriated budget and are employees of the Town of Westford eligible for the insurance and retirement benefits provided by the Town. Compensation, personal time off (vacation, holiday, and sick leave) are set by the Board of Trustees. Other leaves of absence (bereavement, parental/family, military, jury, absence without pay) are found in the Town of Westford Personnel Policy.
2. The Library Board of Trustees is responsible for the operation of the library. The Trustees hire the Library Director and give the Director responsibility for hiring additional library staff. The Trustees and/or the Director prepare written job descriptions for each position under their supervision. Job descriptions set forth the duties and responsibilities of each position, the essential job functions of the position, and the qualifications required to hold the position. Library assistants, substitutes, and volunteers work under the direction of the Director.

### 2.EMPLOYMENT STANDARDS

1. The Board of Trustees selects a Library Director from qualified applicants. The minimum requirement is certification as prescribed by the Vermont Department of Libraries or working toward certification within six months of employment or as soon as certification workshops are available. Such certification must be completed within three years of the start of employment.

2. References provided by applicants who meet the stated qualifications and who interview successfully will be checked. Current employers will not be contacted unless the applicant gives permission. These reference checks will be completed in person or by telephone prior to an offer of employment, and the information documented and made part of the application file. Appointments to library positions are conditional on results of a background check. Reference and background information will be handled as privileged and confidential.
3. Employment offers for new employees for greater than ninety days will be made with the understanding that the appointment is subject to an initial probationary period of six months. The probationary period may be reduced at the sole discretion of the Trustees and/or the Director. One month before the end of the probationary period, the Trustees and/or the Director may meet to review the work of the new employee. During the probationary period, the Trustees and/or the Director may dismiss an employee who is unable or unwilling to carry out the duties of the position satisfactorily or whose performance and dependability are not adequate or reliable.
4. The Board of Trustees is responsible for annually reviewing and appraising in writing the Library Director's performance. The Library Director is responsible for annual review and appraisal in writing of each staff member under their supervision.
5. Employees shall submit a written notice of resignation to the Board of Trustees and/or the Library director at least two weeks prior to departure.
6. Employees shall interact with the public in a professional manner that reflects the library's goals and objectives as detailed in the mission statement and long-range plan.

Employees may be coached, disciplined, or terminated due to poor job performance, unprofessional behavior, habitual lateness, theft, violation of policies, inappropriate use of patron information, or for other conduct constituting just cause in the judgment of the Board of Trustees. Any concern or problem should be brought to the Chair of the Board of Trustees. If the matter cannot be resolved, the entire Board will take it up at the next meeting and appropriate action will be taken. In either event, the Chair will notify the Board of the concern or problem. The Chair of the Board of Trustees will discuss any performance concerns with the Library Director. If the matter cannot be resolved through informal communication, either verbally and/or in writing, the entire Board will discuss it at their next meeting and appropriate action will be taken.

When it becomes necessary to take disciplinary action regards the Library Director, including termination, the procedure will be as follows: The Board of Trustees will meet with the Library Director, presenting the problem or concern in writing, citing the policy in question, the remedy sought, and a timeline for action. The Director will be given an opportunity to respond to the entire Board.

Employees reporting to the Director will go through a similar process. The Library Director will first bring the issue to the attention of the Board of Trustees seeking guidance from the Board. If the problem or concern is not resolved to the satisfaction of the Library Director and the Board by the set deadline, the Board is authorized to reprimand, suspend, or terminate the employment by providing a two-week written notice.

There may be instances that necessitate immediate dismissal. The Board reserves this right.

### **3.EMPLOYEE COMPENSATION**

1. Pay for each position shall be established annually by the Board of Trustees. Salary increases are not automatic. Performance and cost of living increases will be considered.
2. For each pay period, an employee working in a salaried position shall be paid the annual salary divided by the number of pay periods in the year. For each pay period, an employee working at an hourly rate shall be paid the regular rate of pay for their position times the actual number of hours worked during the pay period. Overtime pay at a rate of 1.5 times the normal hourly rate will be paid to hourly employees for hours worked over forty hours in any given week.
3. Each employee shall fill out their weekly time sheet, including arrival and departure times and noting sick days, vacation, or other types of leave. The employee must sign the time sheet and submit it to the Library Director for approval and filing. The Library Director submits weekly time sheets for themselves and all employees to the Town Treasurer for payment.
4. Requests to attend training/development opportunities or professional meetings require submission of a detailed request and cost estimate to the Board of Trustees for their prior approval. The Board will be mindful of amounts allowed in the annual budget as they make their decisions. The Library Director's dues to the Vermont Library Association will be paid by the library. Approved expenses will be paid either directly by the library or employees will be reimbursed for their out-of-pocket expenses.

### **4.EMPLOYEE BENEFITS**

1. Permanent full-time employees scheduled to work 30 or more hours per week are eligible for a full array of employee benefits (vacation, sick, and holiday time, health, vision, and dental insurance, short and long term disability, IRA). Permanent part-time employees scheduled to work 20 or more hours per week are eligible for prorated vacation, sick, and

holiday time based on their regularly scheduled hours.

2. Information on current rates, types of coverage, and the application process for enrolling in the Town of Westford's insurance plans is available from the Westford Town Clerk based on a timing schedule set by the Town.
3. Employees eligible to participate in the town's IRA Plan for retirement must notify the Board of Trustees of their intended participation. The Trustees will need to include adequate funds in the budget to cover the percentage that an eligible employee elects to contribute up to a 3% limit. The Town's retirement plan operates on a calendar year basis.
4. Eligible employees receive vacation pay based on the budgeted number of hours worked per week in the current fiscal year (July 1-June 30). The amount received is based on the number of years employed by the Westford Library.

Time employed	Vacation time
Less than 1 year	1 week
1-4 years	2 weeks
5 +	3 weeks

For this section, a week is equivalent to an employee's scheduled work hours.

If an employee has exhausted the allotted vacation time, they must seek approval from the Board of Trustees for further unpaid time off.

A maximum of two times the annual allocation of earned vacation may be carried over to the following fiscal year. If an employee leaves or resigns, they will be paid for accrued vacation time.

Vacation leave is based on continuous service. Vacations must be scheduled with and approved by the immediate supervisor in consultation with the employee. Vacation time requested in excess of two consecutive weeks may be considered but may not be approved if inadequate staffing of the library would result.

5. Eligible employees receive holiday pay if a holiday falls on a regularly scheduled workday. They receive pay for the number of regularly scheduled hours on that holiday. If holiday falls on a vacation day it is not charged as vacation.

Currently scheduled holidays are: New Years and day before, Thanksgiving and day after, Martin Luther King, Presidents, Christmas and Christmas Eve or December 26, Memorial Day, Independence Day, Labor Day. Three floating holidays available as follows: one day January 1st, one day May 1st, and one day September 1st. Floating holidays may be accrued however they must be used by December 31st of the year they are accrued.

6. Permanent full-time employees working a scheduled 40-hour week earn 48 hours of sick time on an annual basis. They may accumulate up to 144 hours of sick time. Sick time will be prorated for eligible employees working less than 40 scheduled hours/week.

Sick time may be used in caring for family members (a sick or injured parent, grandparent, spouse, domestic partner, child, brother, sister, parent-in-law, grandchild, or foster child).

Unused and accrued sick time will not be compensated when employment ends, pay out with end of employment is only to max allowable accrual for vacation.

7. Leaves of absence other than vacation, holiday, and sick time are guided by the Town of Westford personnel policy.

## **5. PERSONNEL RECORDS and RELEASE OF INFORMATION**

1. Personnel records (other than wage and salary) are confidential. Employee personnel files shall be maintained at the Westford Town office in a cabinet that is locked and secure. Upon request to the Board of Trustees and/or the Library Director, a current or former employee may review his or her personnel file at a time when a member of the Board of Trustees or a designated representative is present. He or she may make photocopies of any or all documents. Requests for access to personnel files or for information concerning the job history, job performance, and circumstances of job termination, or for any other information in the personnel file of an employee or former employee shall be denied, except as follows:
  - Board of Trustees members, the Library Director, the Town Clerk, and the Town Treasurer may access personnel files.
  - Certain federal and state agencies are entitled by law to review personnel files.
  - Access to records requested pursuant to a duly served subpoena will be provided (12 V.S.A. Sec. 1691a)
  - Upon written request to the Board of Trustees by potential employers seeking references, only dates of employment and job titles for an employee or former employee shall be released by a Board of Trustees member or authorized representative.

Review and Revision of Policy

The policy will be reviewed by the Board of Trustees and the Library Director.

The policy may be revised at any regular meeting by a majority of the board members, as long as a quorum of three is present.

This policy was reviewed and approved by the Board of Trustees of the Westford Library.

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Trustee Chair

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