

LOUIS B. GOODALL MEMORIAL LIBRARY

PERSONNEL POLICY

Approved by the Board of Directors:

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PURPOSE OF THIS POLICY

The purpose as set forth herein is to give reasonable assurance to the Board of Directors (hereinafter Referred to as "the Board") and to the employees of the Sanford Library Association, d.b.a. The Louis B. Goodall Memorial Library, that certain basic conditions of employment are established and benefits defined so that personnel issues may be dealt with on an equitable basis and that proper employee morale may be preserved. Each staff member shall be provided a copy of these policies. This policy does not constitute an employment contract; it supersedes all previous personnel policies.

CONDITIONS AND BENEFITS OF EMPLOYMENT

I. Employment

The Library shall employ, without discrimination, the best qualified persons who are available at the salary levels established for employment. The Library is an at will employer.

A. Job Descriptions

The Library administration will have available for each staff member and future job applicants, job descriptions for reference. These position descriptions shall be reviewed periodically by the Director.

B. Recruitment and Selection

Within the limits of time during which a position must be filled, there shall be as wide a search for qualified candidates as is practicable. The character of this search will vary from position to position. The search may include: advertising in local and regional newspapers, and any other appropriate media; contact with State and other employment offices; contact with special sources of information. Members of the immediate families of the Board may not be hired. Members of the immediate families of Library employees may be hired but cannot be supervised by or report directly to a family member. The Director, who has the authority to hire, will conduct interviews. Interviews for the position of Director will be conducted by the Board, which has the authority to hire. The Board must authorize the filling of all positions not already included in the budget or in normal staff listings.

C. Orientation Period

A new employee hired to fill a regular position must serve an initial three-month orientation period. The purpose of such orientation period is to test the new employee's suitability for the job. It is the responsibility of the Director or his/her designee to see that each new employee receives sufficient instruction in his/her job in accordance with his/her job description during the orientation period in order that he/she may be fairly evaluated upon completion of the probationary orientation period. Termination may be made at any time during the orientation period, if deemed necessary by the Director, if the employee's work or conduct is not satisfactory. The orientation period for the Director and Assistant Director will be one year.

D. Change in Position

Present employees shall be given first consideration in filling a position vacancy, but it is recognized that, from time to time, the good of the Library will require that a vacancy be filled from outside the Library. Employees who change position must serve a trial period of one month in that position. Prior to the end of this period the Director may require the employee to return to his/her former position at the employee's former rate of pay.

E. Resignation, Retirement, Lay-off

Any staff member wishing to resign or retire shall notify the Director, in writing, at least two weeks in advance, one month in advance for the Assistant Director. The Director shall notify the Board one month in advance of his/her intent to resign or retire. If personnel cutbacks become necessary, the affected employee(s) shall be given two weeks pay as severance. Severance pay for employees who do not work a consistent number of hours each week shall have their two weeks of severance pay based on an average of the number of hours worked during the preceding two months.

F. Discipline

After the completion of the orientation period, the Director may take disciplinary action when it is warranted in his/her judgment. Such disciplinary action shall include the following (unless unlawful activities are the reason for termination, in which case termination may be immediate):

1. Initial reprimand, oral and written.
2. Second reprimand, written.
3. Day off without pay. Written report on correction of infraction or behavior issue to be submitted to the Director on next scheduled day of work.
4. Termination.

If unlawful activities are suspected, the Director, with approval of the Board President, may contact law enforcement authorities. If necessary, charges may be brought against the accused individual.

Disciplinary action against the Director is taken by a majority of the Board with notice served by the President or his/her designee.

In the case of an extremely serious breach of conduct, discharge shall be immediate.

An employee may appeal any decision of demotion or discharge in writing to the Director within five (5) working days of the date the notice of demotion or discharge is presented. The Director must present the document to the Board, which may uphold or reject the decision of the Director. An opportunity will be given to the employee for an informal hearing before the Director and the Executive committee of the Board.

The Director may appeal a decision of demotion or discharge in writing to the Board within five (5) working days of the date of notice of demotion or discharge is presented. The Board may uphold or reject its previous decision. An opportunity will be given for an informal hearing before the Board.

G. Termination and Paid Time Off

Upon termination, resignation, lay-off or retirement, an employee shall be entitled to his/her accrued paid time off benefits earned under Section IV.

II. Compensation

A. Salaries

The Director shall recommend starting hourly wages and salaries with final approval by the Board. Raises will be recommended by the Director and approved by the Board.

B. Travel Expenses

Within the limits of the budget, it is the policy of the Board to allow mileage expenses based on federal mileage policy for any travel authorized by the Director or by the Board.

III. Attendance, Hours of Work

A. Attendance

Employees shall be at their respective places of work in accordance with the general regulations pertaining to the hours of work. The regular hours of work for employees shall be posted in a conspicuous place. The Director shall keep attendance records.

B. Hours of Work

A regular workweek for all full-time employees shall be a minimum of 35 hours.

Full-time employees will be required to work on alternate Saturdays. For the week that the employee will work on Saturday, he/she will be given another day off during that week. An employee's working day shall provide for an uncompensated 30-minute lunch period. A fifteen-minute paid break shall be provided for work stretches of more than three hours. Employees are expected to return from breaks on time.

The Director and Assistant Director are salaried employees and shall regularly work an average of 40 hours each week. All other Library employees are hourly employees.

All employees, full or part-time, who, with prior approval of the Director, work any hours beyond their scheduled number of hours during a given week, shall be paid for extra hours worked or given a commensurate amount of time off within that same week, at the discretion of the Director. Overtime is anything over 40 hours of work per week with prior approval of the Director. Salaried employees are exempt from overtime. Hourly employees will be paid time and a half wages for any overtime worked.

C. Paid Time Off

Regular full time employees earn paid time off at the following yearly rate:

1 - 6 years service	104 hours
7 - 14 years service	144 hours
15+ years service	184 hours

Paid time will accumulate at the rate of 8.67 hours per month for regular full-time employees in the first year of service. Thereafter, the anniversary date of employment is used to determine service. Paid time off for regular employees that work between 35 & 40 hours will be prorated according to the above schedule. Paid time off will accrue during the orientation period but cannot be taken until the orientation period is

successfully completed.

During the first year of employment, the Director and the Assistant Director will both accumulate paid time off at the same rate as a full time employee. The Director and Assistant Director will receive 184 hours of paid time off on the first anniversary of employment. Accumulated paid time off may be used after six months if the regular orientation period is one year.

Temporary employees are not entitled to paid time off.

Dates of paid time off must be approved by the Director, usually on a "first-come, first-served" basis. The Director shall notify the President of the Board of Directors of his/her paid time off dates. Due to staffing needs, it may not be possible to take all paid time off consecutively.

Paid time off must be requested and scheduled at least two weeks in advance. Emergency exceptions are at the discretion of the Director and/or Assistant Director but shall not be unreasonably withheld. Paid time off must be used within the anniversary year and cannot be accumulated. Employees will not be paid for unused time unless they leave the service of the Library except under unusual circumstances and at the discretion of the Director.

D. Sick Leave

Paid sick leave for the scheduled hours missed is accumulated at the rate of eight hours per month for regular full time hourly employees in their first year of service. The number of hours accumulated is prorated for regular part-time employees. After the first year of employment, all regular full-time employees are entitled to 96 hours sick leave with pay each year. Regular part-time employees are entitled to sick leave with pay each year, prorated according to hours worked, based on full-time employee sick allowances. Sick leave may accumulate to 480 hours for regular full-time employees. This accumulation is prorated for regular part-time employees. Sick leave, which is unused, is not paid. Beginning January 1, 1988 and thereafter, sick leave not used may accumulate according to the above provisions for currently employed staff. Temporary employees are not entitled to sick pay. Sick time may be used for the employee or for the care of a child, spouse, parent, or friend. As much advance notice as possible should be provided to the Library so that alternate staffing arrangements can be made. The Library may at any time request the employee to obtain a certificate of illness from an attending physician. Accumulated paid time off cannot be used in lieu of sick time unless two weeks notice are provided. An employee may use any accumulated sick time during a medical event that requires the employee to be out of work for an extended period (see Family Medical Leave below).

E. Leave of Absence

Under unusual circumstances, regular hourly staff members may be granted a leave of absence without pay for up to three months upon written application to and at the discretion of the Director. The Director may be granted a leave of absence without pay for up to three months upon written application to and at the discretion of the Board. Employees who are enrolled in the medical insurance plans are required to pay full monthly premium during their leave in order to ensure continued coverage throughout the leave.

F. Bereavement

Any employee may be excused from work for up to three work days because of death in the immediate family, as defined below, and shall be paid the regular rate of pay for the scheduled work hours missed. "Immediate family" is defined to mean spouse, domestic partner, parents, children, brothers, sisters, mother or father in-law, brother or sister-in-law, grandmother, grandfather or grandchildren, step-father, step-mother or step-children. At the discretion of the Director, unusual situations differing from this policy may be given consideration.

G. Family Medical Leave

The Family Medical Leave Act became effective on August 4, 1988 and requires that the Library provide to its employees, 8 weeks of unpaid family medical leave in any two year period of time, contingent on their having been employed at the Library for 12 consecutive months.

Family Medical Leave means: leave required by an employee for his or her serious illness; the serious illness of a child, parent, spouse or domestic partner of the employee; the birth of the employee's child; or the adoption by the employee of a child 16 years of age or less.

Employees must give 30 days notice of the date on which the leave will begin and end, unless prevented from doing so by medical emergency. A physician's certificate may be required. If the leave is anticipated, employees are required to put their requests in writing to the Director. The Director will then notify the employee of the approval in writing.

The Library agrees to restore the employee to the original position or to a position with equivalent seniority status, benefits and pay. The Library is not obligated to restore any position if it can be proved that the failure to restore was unrelated to the exercise of the family medical leave, such as a general layoff which affected the position.

Employees who are enrolled in the Medical insurance plans are required to pay the full monthly premium during their leave in order to ensure continued coverage throughout the leave.

If an employee needs an extra 4 weeks leave beyond the original 8, a request must be made in writing at least 2 weeks before the end of the first leave. If more than a 12-week leave is necessary, the Library cannot guarantee that an individual employee will have a position when he/she is ready to return to work. A physician's note may be required at the time that an employee returns to work.

H. Jury/Witness Duty Pay

The Library shall pay to an employee called for jury duty or as a witness to a case, the difference between the regular pay and the juror's pay or witness fee upon presentation of an official statement of pay received. An employee excused by the court for any reason shall be required to return to work promptly thereafter, except when arrangements have been made for replacements for a given work period.

I. Holidays

The Library will be closed all day on the following holidays:

New Year's Day	Sat. before Memorial Day	Columbus Day	Fri. after Thanksgiving
Martin Luther King Day	Memorial Day	Veteran's Day	Christmas Eve
President's Day	Independence Day	Thanksgiving Day	Christmas Day
Patriot's Day	Labor Day		

Full-time employees will be paid for the above holidays and for any other days the Library may close due to holidays.

Regular part-time employees will be paid for the total number of hours per week they work based on their regular weekly schedule, regardless of Library closings due to holidays.

Other holidays may be granted at the discretion of the Board.

J. Storm Days

During extremely bad weather, the Library may be closed at the discretion of the Director. It shall be the responsibility of the Director or designee to notify each employee that the Library will be closed. All employees so notified or sent home early will be paid for the hours not worked. Employees leaving early because of bad weather when the Library remains open may use their paid time off, but otherwise will not be paid for time missed. At the discretion of the Director, unusual situations differing from this policy may be given consideration.

IV. Staff Development

A. Professional Education and Conferences

Changes are constantly taking place in the field of librarianship and in the operation of libraries. Employees should keep up with developments in the library field, in accordance with the responsibilities of their positions, in order to give the best possible service to our patrons. Employees are encouraged to take advantage of educational opportunities and to attend workshops, conferences and meetings. Personal initiative should be shown in this area. Arrangements for attendance must be made in advance with the Director. Within the limit of the budget, employees may be eligible for full or partial reimbursement for costs incurred in relation to education, training and attendance at meetings, as determined by the Director.

B. Required Courses or Training

Employees who are required by the Director to take courses or attend training sessions will have all reasonable expenses paid by the Library as employer.

C. Maine Library Association

All dues for membership in the Maine Library Association for the positions of Director, Assistant Director, Head of Reference Services and Head of Children's services will be paid by the Library.

V. Insurance and Retirement

A. Health Plan

Any regular full-time employee who wishes to participate in the group health insurance plan may do so. The Library pays a portion of such coverage for the participating individual employee, to be determined by the Board of Directors annually. Regular part-time staff who were formerly full-time employees of the Library (prior to January 1, 1981) may participate in the plan on the same basis as current regular full-time employees. Group health insurance is not available for other part-time employees. Basic Life Insurance is included as part of the Health Plan. Dental Insurance is also available based on the eligibility requirements as stated for the Health Plan.

B. Worker's Compensation

All employees are covered under the Worker's Compensation Act.

C. Retirement Plan.

Eligibility, participation, retirement age, plan contributions, other requirements and benefits of this plan are described in the Retirement Resolution set forth and approved by the Board of Directors of the Sanford Library Association, as of December 1, 1987, and as subsequently amended. This resolution, plus "The Summary Plan Description", will be provided to each eligible participant. An employee is eligible after completing one year of service. Temporary employees are not eligible for this plan. Effective January 1, 1991, participation in this plan was made voluntary by a vote of the Board of Directors of the Sanford Library Association.

VI. Performance Evaluations

The Director shall be responsible for performance evaluations of all employees at least once each year and the Board shall evaluate the Director annually. Personnel with weaknesses or below average ratings will be given remedial instruction by the Director or designee, or by the Board in the case of the Director. The character of this instruction shall be at the discretion of the Director, or of the Board in the case of the Director, subject to limitations of time, budget and expertise. Unless there is significant improvement, an unsatisfactory performance evaluation will result in reassignment to another position if this is possible and desirable, or in termination.

VII. Employee Grievances

It is the policy of the Library to deal promptly with grievances. Any employee aggrieved because of some condition of employment shall have the right to appeal to the Director, or the Board, in the order named, in accordance with the following provisions:

- Step A. An employee shall present the grievance in writing to the Director, whose duty it shall be to give it full consideration and make an effort to settle it within five working days after its presentation.

Step B. If a satisfactory settlement cannot be reached by the Director within the specified time, the employee may appeal in writing to the Executive committee of the Library Board. The Director must make a full report in writing to the Executive committee regarding the effort to settle the grievance. The Executive committee shall make an effort to settle the grievance within five working days from the time of its presentation.

Step C. Failing to secure settlement at Steps A and B, the employee may appeal in writing to the full Board. The appeal will be resolved within ten working days by the full Board whose decision will be final.

All grievances shall be commenced not later than ten days after the occurrence of the event giving rise to the grievance.

VIII. Harassment

It is the policy of the Sanford Library Association that all our employees should be able to work in an environment free from all forms of harassment. Harassment, both sexual and verbal, is prohibited. This policy refers not only to supervisor-subordinate actions but also to actions between co-workers. Any complaints of harassment will be investigated promptly. There will be no intimidation, discrimination or retaliation against any employee who makes a report of harassment. Please refer to the Sexual Harassment Policy for further information.

IX. Public and Employee Relations

Cooperation of all employees is essential to efficiency. Cooperation, courtesy and responsibility are key elements of good service. Businesslike conduct is presupposed at all times. Employees shall be at their respective places of work at the appointed starting time. Illness or any other inability to report for duty shall be reported to the Director or designee within a reasonable time, preferably at least two hours before an employee is expected to work.

No employee shall engage in any business other than his/her regular duties during work hours. Appropriate attire is expected while an employee is on duty. An employee may accept no fee for services rendered as an employee of the Library, nor may any special favor or advantage be granted to relatives or friends as users of the Library.

Employees are expected to be meticulous in avoiding careless or personal use of Library time or property.

Employees shall not criticize the Library, its employees or Board, patrons, businesses or institutions, while on duty at the public desks of the Library. Criticisms of Library services, personnel or books by Library patrons will be referred to the Assistant Director or Director.

Children will be shown the same courtesy as adults.

X. Definitions

- A. Regular Full-time staff: those employees working 35 hours per week or more on a regular basis.
- B. Regular Part-time staff: those employees working on a schedule less than 35 hours/week on a regular basis.
- C. Salaried employee: an employee who is compensated with a yearly fixed bi-weekly wage not dependent upon hours worked.
- D. Temporary staff: those employed for a short period of time in order to fill a particular need, whether they are working full-time or part-time. They may be employed by the hour until a task is completed, by the week or for a stipulated length of time, such as 60 days or 6 months, or longer.
- E. Volunteer: an individual who of his/her own free will performs a task or service for the Library.

