

ROXBURY PUBLIC LIBRARY

PERSONNEL POLICY

The Roxbury Public Library is a municipal library dedicated to providing free public library services to the Town of Roxbury and the surrounding communities and to the promotion of literacy, education and preservation of the town's history and culture.

This personnel policy has been prepared as a reference for all employees of the library and for the Board of Directors. It does not constitute, nor should it be interpreted to constitute, an employment contract. The Roxbury Public Library supports and adheres to all laws and policies dealing with equal employment opportunity, the Civil Rights Acts, the Americans with Disabilities Act, fair employment practices and other federal, state and local legislation concerned with employment and hiring practices. All policies stated herein are subject to change at any time without notice.

EMPLOYMENT

The Library Board of the Roxbury Library/MML approves and appoints a Library Director. The Library Director is an exempt (35 hr. per week) employee. The Library Director employs full and part-time employees, in consultation with appropriate members of the existing staff and/or the Board. There is a six-month probationary period for all new hires.

All employees are employed on an "at will" basis, i.e., employment may be terminated at any time by the employer or the employee, with or without cause.

DEFINITIONS

- I. Exempt Employees: Any employee working at least 35 hours a week.
- II. Non-Exempt Employees: Any employee that works less than 35 hours a week. Non-Exempt employees are not eligible for any benefits recited herein except those which are explicitly set forth in these policies.

EMPLOYEE PROFESSIONALISM

The Roxbury Public Library is supported by and serves the public and, therefore, each patron, whatever his age, sex, race, appearance, social, or intellectual status should be given prompt, efficient, impartial, and courteous service. Staff members should bear in mind that they are immediate representatives of the library in all instances, including social media, and do much to form public opinion regarding the institution.

Employees of the Roxbury Public Library are expected to:

- Protect each user's right to privacy with respect to information sought or received, and materials borrowed, consulted, or acquired.
- Distinguish clearly, in actions and statements, differences between personal philosophies and attitudes and those of the library.
- Not speak or act in a way that is detrimental to co-workers, the Board, or the Library.

- Always be alert and approachable to customers seeking assistance.
- Show children the same courtesy shown to adults.
- Report suspected abuse and/or neglect to the Library Director and to the proper authorities.

EEO STATEMENT/ANTI-HARASSMENT

I. EQUAL OPPORTUNITY EMPLOYMENT

It is the Library's policy to recognize the rights of all employees and applicants. It is our policy to make all employment decisions on the basis of the applicant/employee's qualifications.

The Library does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, marital or civil union status, ancestry, sexual orientation, veteran status, present or past history of mental disorder, physical disability, including but not limited to, blindness, or any other characteristic protected by law.

II. HARASSMENT

The Roxbury Public Library will not tolerate harassment or intimidation of employees on any basis prohibited by law, including race, color, sex, age, religion, national origin, sexual orientation, disability, marital status, or veteran status. It is the policy of the Roxbury Public Library that any harassment, including acts creating a hostile work environment or any other discriminatory acts directed against our employees, will result in discipline, up to and including termination.

For purposes of this policy, sexual harassment is defined as any type of sexually-oriented conduct, whether intentional or not, that is unwelcome and has the purpose or effect of creating a work environment that is hostile, offensive or coercive.

Sexual harassment also includes comments or implications that the terms and conditions of an employee's employment will be affected by sexual favors and/or conduct.

Employees must bring any violation of this policy to the immediate attention of the Library Director or Board Chair. The Roxbury Public Library will thoroughly investigate all such claims and take corrective action if necessary.

If, after investigation, the Library concludes that an employee has engaged in conduct that constitutes harassment or another form of unlawful discrimination, said employee shall be subject to disciplinary action, up to and including termination.

Any employee who knowingly retaliates against any other employee who has reported workplace harassment or discrimination shall be subject to immediate disciplinary action, up to and including termination.

WAGES

- I. The Library Board determines the yearly salary of the Library Director and approves the personnel budget for the fiscal year. The Library Director sets the salaries and the pay rates of all other staff members within that personnel budget. Compensation rates of all employees are confidential.

- II. The Library Director is paid on the 15th and 31st of each month. All other employees are paid monthly on the last working day of the month. All employees must complete weekly time sheets, which are reviewed by the Director prior to submission to the bookkeeper for payment. Work performed “at home” is not generally eligible for compensation. Compensation paid to employees is subject to deductions for Social Security, Medicare and Federal and State Income Tax as required by Law.

EVALUATIONS

Employees will receive written evaluations at the end of the six-month probationary period. Thereafter, evaluations and performance plans will be conducted on a yearly basis. The Personnel Committee of the Library Board will conduct an annual performance evaluation of the Library Director. Upon completion of a satisfactory performance evaluation, employees will be eligible for a wage increase. Wage increases will be determined by the Library Director within the confines of the personnel budget.

STAFF DEVELOPMENT

The Roxbury Public Library is committed to recruiting, training and retaining the most competent personnel available.

Staff development is ongoing. Continual staff development is necessary to enable the Library to respond to rapidly evolving technology and a rapidly changing environment. Staff development prepares both the individual and the library for the future.

Staff members are encouraged, and may be requested, to attend state and regional meetings and pertinent workshops. Staff members wishing to attend workshops should make a request to the Library Director.

Time spent at continuing education events outside the library will be considered part of the staff member's scheduled workday. Funds are budgeted to pay for workshop fees and to reimburse staff for mileage to attend meetings and workshops. Staff members will receive compensatory time for in-house staff meetings and workshops, when held outside the staff member's regularly scheduled work day.

BENEFITS

RPL provides benefits, through the Town of Roxbury (and in accordance with their policies) to Exempt employees. Benefits are not offered to non-exempt employees.

LEAVE

Leave is available to all employees and is defined as any paid or unpaid absence from scheduled work that is approved in advance by the Library Director. Sufficient notice must be given and leave should not disrupt the operation of the library.

- I. TIME OFF
All time off requests shall be submitted to the Library Director for approval.
- II. VACATIONS
Paid vacation days for Exempt employees are available after the six month probationary period. The paid vacation policy for Exempt employees is as follows:
 - One week the first year (5 days or 35 hours)
 - Two weeks after the first year (10 days or 70 hours)

Three weeks after five years (15 days or 105 hours)
Four weeks after ten years (20 days or 140 hours)

Any accrued vacation time will not be paid out upon separation of employment.

III. SICK DAYS

Exempt employees are entitled to 3 sick days (21 hours) per year after a 6 month probationary period. Unused sick leave may roll-over from year to year up to a maximum of 30 days.

Any unused sick days will not be paid out upon separation of employment.

The Library Director reserves the right to request doctor verification if an employee remains on sick leave for more than 3 days.

IV. PERSONAL DAYS

Exempt employees shall be entitled to a maximum of three (3) personal days per calendar year. Personal days do not accumulate or rollover from year-to-year.

Any accrued, unused personal days will not be paid out upon separation of employment.

V. HOLIDAYS

All Exempt and Non-Exempt employees are eligible for paid holidays, if the holiday falls on a regularly scheduled work day for that employee, after completing six months of employment. The following are paid holidays:

New Year's Day	Columbus Day
Martin Luther King Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Day
Independence Day	1 Floating Holiday to respect other observances
Labor Day	

If any of the above holidays fall on a day when the Library is closed, a compensatory day will be granted to be used at the employee's discretion and the Director's approval.

The following days have abbreviated library hours. Staff will be paid only for hours worked.

Day before Thanksgiving (3 p.m. closing)

Christmas Eve (3 p.m. closing)

New Year's Eve (3 p.m. closing)

VI. FAMILY MEDICAL LEAVE OF ABSENCE

This entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

12 (twelve) workweeks of leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;

- to care for the employee's spouse/partner, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee's spouse/partner, son, daughter, or parent is a covered military member on "covered active duty;" **or**

26 (twenty-six) workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse/partner, son, daughter, parent, or next of kin (military caregiver leave).

Roxbury Public Library will also allow reasonable break time to accommodate an employee's short-term medical needs.

This benefit is not gender specific and applies to same-sex marriages.

In order to be eligible for Family Medical Leave, an employee must have been working at the MML at least 12 months.

VII. JURY DUTY

Under Connecticut state law, employers are required to pay full-time (exempt) employees their regular wages for the first five days of jury duty, or any part thereof, unless they are considered temporary or casual employees (non-exempt).

Non-exempt employees will not be paid by the library for jury service.

EMPLOYEE CONDUCT AND WORK RULES

I. ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, the Roxbury Public Library expects employees to be reliable and to be punctual in reporting to scheduled work. If an employee expects to be late for work, the employee should notify the Library Director at work or leave a message in the library's voicemail as soon as possible.

II. UNEXCUSED ABSENCES

An unexcused absence is defined as an absence from work without prior approval from the Director. After three unexcused absences in a calendar year, the Library Director reserves the right to proceed with disciplinary action.

III. BREAKS AND LUNCHES

Employees may take a 15 minute rest break during shifts of 4 hours or more. An unpaid 30 minute lunch break must be taken during shifts of 7.5 hours or longer.

IV. INCLEMENT WEATHER

After consultation with the Board Chair or a Board member the Library Director may decide to close the Library based on hazardous road conditions. Staff members scheduled to work will be notified of library closings by the Library Director. Support staff members will not be paid for inclement weather closings. Announcements of Library closings due to inclement weather will be made on local radio stations and listed on the NBC Connecticut website.

V. CONFLICT OF INTEREST AND ETHICAL CONDUCT

Employees should avoid external business, financial, or employment interests that conflict with the Library's interests or with the employee's ability to perform his/her job duties for the Roxbury Public Library. This applies to any relationships with any other employer, consultant, contractor or supplier. Violations of this rule may lead to disciplinary action, up to and including termination.

VI. TELEPHONE USE

Personal phone calls and text-messages are to be kept to a minimum.

VII. INTERNET, E-MAIL, AND SOCIAL NETWORKING

Lengthy and/or frequent personal use of, or social networking with, library computers is discouraged while on duty. The Library reserves the right to monitor, intercept and review any e-mail message and review internet usage by employees. Inappropriate or offensive messages, such as those including discriminatory slurs are specifically prohibited. Employees who abuse the e-mail system or their internet use while at work, in any way, are subject to discipline up to and including termination.

VIII. DRESS CODE

Dress Code is casual but professional. Casual dress still means neat, clean, no ripped or torn clothing, exercise clothes or clothing considered inappropriate for the workplace (e.g. hats or caps).

IX. RECYCLING

The Roxbury Public Library supports environmental awareness by recycling. Paper, plastic, and any other recyclable material should be kept separate from regular trash.

X. PROHIBITED CONDUCT

To ensure orderly operations and provide the best possible work environment, the Library expects employees to conduct themselves in a manner that will protect the interests and safety of all employees.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of unacceptable conduct that may result in disciplinary action, including termination of employment:

- Theft or inappropriate removal or possession of Library property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Fighting or threatening violence in the workplace
- Use of foul or pornographic material through any communications system including e-mail/internet or interoffice mail
- Negligence or improper conduct leading to damage of employer or employee-owned property
- Smoking in prohibited areas
- Sexual or other unlawful harassment or unwelcome attention

- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Unauthorized copying or reproduction of keys to the Library and/or Hodge Library or other real or personal property of the Library. All keys are reproduced through the Library Director exclusively.

XI. SUBSTANCE ABUSE

The Roxbury Public Library does not tolerate the presence of illegal drugs or the illegal use of legal drugs or alcohol in the workplace.

The use, possession, distribution, or sale of controlled substances such as drugs or alcohol or, being under the influence of such controlled substances, is strictly prohibited during an employee's workday or while on Library property. The use of illegal drugs (as well as the illegal use of legal drugs) creates safety risks and compromises productivity and the Library's ability to operate effectively.

The employee's receipt of this policy statement and his/her signature at the back of these policies on the acknowledgement form attached hereto, signify that the employee understands this policy and agrees to comply with it.

Violations of this policy will result in discipline, up to and including termination.

XII. DISCIPLINE

The purpose of this policy is to state the Library's position on administering equitable and consistent discipline for unsatisfactory and/or unacceptable conduct in the workplace.

The Library's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future. The Library shall follow a policy of progressive discipline where appropriate.

The following four (4) progressive steps are followed, where appropriate, to discipline Library employees:

1. Verbal Warning
2. Written Warning
3. Suspension
4. Termination

Notwithstanding the above, **the Library reserves the right to proceed directly to termination,** foregoing steps 1, 2 and 3, if the employee has engaged in serious and/or willful misconduct while on the job or, if the employee commits a crime involving dishonesty or moral turpitude either on or off the job.

Approved by the Library Board of Trustees

Cynthia Newby, Chair

June 13, 2016
Dated

ACKNOWLEDGEMENT OF RECEIPT OF PERSONNEL POLICIES AND PROCEDURE

I have received the current Roxbury Public Library personnel policies and procedures and have read and understand the material covered. I have had the opportunity to ask questions about the policies covered in this document, and I understand that any future questions that I may have about its contents will be answered by Library Director or her/his designated representative upon request. I agree to, and will comply with, the policies, procedures, and other guidelines set forth in this document. I understand that the Roxbury Public Library reserves the right to change, modify, or abolish any or all of the policies, benefits, rules, and regulations contained or described herein as it deems appropriate, at any time, with or without notice and that nothing herein creates a promise or guarantee of future benefits or continued employment.

Signature

Date

Employee Name: Printed