

## **Webster Free Public Library Personnel Policy**

**QUALIFICATIONS:** Employees of the Webster Free Public Library shall meet at least minimum standards set by the State of New Hampshire for Associate Libraries. Selection of all staff members shall be based solely upon merit, including personal and educational qualifications, training, and aptitude for the position involved. The Librarian will make recommendations for hiring and firing of employees whom he/she supervises. The Board will make hiring and firing decisions.

**JOB PERFORMANCE:** Employees are expected to know and to follow the Library Mission Statement and all policies of the Library.

**CONFIDENTIALITY:** As specified in RSA 201D: 11, requires that the library's circulation records and other records identifying the names of the library users with specific materials are confidential. The trustees, volunteers or staff shall not make these records available to any agency of the state, federal or local government without consent of the Board or court order. This information shall not be communicated to others by casual conversation or careless treatment of records. Please refer to The Webster Free Public Library Policy on Use and Confidentiality of Information for specifics.

**STAFFING OF LIBRARY:** The Board of Trustees will determine the hours that the library will be open and determine the Librarian's weekly schedule. This will include 3 hours of "flexible time" for the Librarian and the Librarian will be paid for closed or reduced hours due to inclement weather.

**PROBATIONARY PERIOD AND PERFORMANCE ASSESSMENT:** A six-month probationary period will be worked by each new employee. The employee may be discharged during the probationary period at any time if performance is unsatisfactory. · Three to five months into the probationary period the employee will have a job performance assessment completed by the Board. · If the Board has reason to believe an employee's job performance is no longer effective or that violation of library policies is hindering the accomplishment of the library goals, the Board will make an effort to work with the employee to improve performance. If the effort fails the Chairperson of the Trustees shall notify the employee of the problem in writing. Additional notices may lead to dismissal.

**WORKING CONDITIONS:** If a problem arises with the working conditions in the library, employees are urged to make a good faith effort to resolve the problem informally and on a personal basis. If this is not possible, the employee will file a written grievance with the Board

**VACATION POLICY:** The employee is eligible for one week's paid vacation during the first year of employment and after six months of service. Following the first year of employment two weeks paid vacation will be provided annually, and at 5 years, three weeks paid vacation. The employee must give no less than two weeks' notice prior to the time vacation is requested. Vacation time must be used within the year.

**PERSONAL DAYS:** 3 days.

**SICK LEAVE:** Employees will be allowed six paid days sick leave per years. The Librarian will notify the Chairperson of the Trustees of the illness, and the Chairperson will find a substitute. Other employees will notify the Librarian of illness, and the Librarian will find a substitute This can be accrued.

**HOLIDAYS:** When one of the following holidays falls on a scheduled work day the employee will be paid for hours scheduled: New Years Day, Martin Luther King Day, Presidents Day, Easter, Memorial Day, July

4th, Labor Day, Veterans Day, the day before Thanksgiving, Thanksgiving Day, Christmas Eve, Christmas Day, New Years Eve, and New Years Day.

MISCELLANEOUS: · Paychecks will be paid by the Library and issued monthly or bi-weekly by the Town. Federal income tax deducted from each paycheck · F.I.C.A. deducted from each paycheck · Workers Compensation provided by the Town · Unemployment provided by the Town · Retirement is not available to parttime employees · Health and Life insurance is not available to parttime employees · Pension Plan is not available

CONFERENCES, TRAVEL, ETC: Employees will be reimbursed for time (not to include travel time), mileage, and expenses incurred to attend relevant library conferences with the approval of the Trustees. An estimate of expenses must be provided before approval will be given. Receipts of incurred expenses must be provided before reimbursement will be given. The Trustees will pay the Librarian's dues to the New Hampshire Library Association

COURSE REIMBURSEMENT: The Board of Trustees will reimburse 50% of the cost of approved courses upon successful completion of the course. Employees are required to apply for available scholarships prior to reimbursement. Trustees will continue to pay 50% of the balance if a partial scholarship is received. · If the Trustees require the employee take a course in order to continue employment, the Trustees will reimburse fully (time and expenses) for successful completion of the course.

JURY DUTY: If an employee is called for jury duty, he/she will be paid the difference between his/her pay and jury pay.

RESIGNATION: Employees will provide thirty day written notice to Board of Trustees. DISMISSAL: Procedure will follow RSA 220A.17

DEATH IN THE FAMILY: Employees will have three consecutive days available for a death in the immediate family. "Immediate family" will include spouse, children, parents, siblings, grandparents, or grandchildren. Additional leave must be approved by the Trustees. Employee will be paid for the day of the funeral if it falls on the employee's regular work day.

Approved by the Board of Trustees:  
adopted December 18, 2007  
Sandra Starkey, Chairperson  
Sue Barnes  
Marty Bender

Revised November 15, 2023  
Nancy Picthall-French, Chairperson  
Marty Bender, Treasurer  
Denise Lawless, Secretary