



Personnel Policy

Conditions of Work:

This library is chartered by law to give library service to all residents of West Virginia. All employees should understand that they are part of this system. These conditions of work mark the practices that implement the personnel policies established by the Board of Trustees of the Hampshire County Public Library.

Definitions:

Director: Administrative head of the library

Professional Librarian: Holds a Masters of Library Science degree from an accredited United States institution

Full time employee: Those scheduled over 35 hours per week.

Part-time employees: Those scheduled for 35 hours per week or less.

Custodial employee: those engaged primarily in upkeep, preservation, and cleaning of library premises

Employment, salary, and dismissal:

1. Responsibility for hiring all employees rests with the director who shall confer with the Board of Trustees when needed. The director shall be hired by the Board of Trustees.
2. Salaries and wages are set by the director with the advice of the Board of Trustees and will be based on position, responsibility, and experience.
3. All wages are subject to the deductions for state and federal withholding, Social Security, and Medicare taxes.
4. Salary advancement shall be determined by the director with the advice of the Board of Trustees, except for the director's own salary. Salary increases will be determined within ranges and limits of the budget of that year.
5. All requests for salary advancement may be made in writing to the director prior to planning the budget in March of each year. These requests in turn will be reviewed by the Board of Trustees at the next scheduled meeting.
6. All dismissals shall be for cause.
7. The first six months of employment shall be considered probationary, during which time employees may be dismissed at the discretion of the director and concurrence of the Board of Trustees.



8. Dismissal of permanent employees with at least six months tenure shall be the responsibility of the director. Such employees may appeal to the Board of Trustees and be represented by counsel if desired.

Absence, time-off:

1. Birthday
 - a. All employees who are scheduled to work on their birthday are able to take this day off, with pay. Please remind the director at least one week in advance.
2. Personal Loss
 - a. Leave with pay is allowed to all employees in case of death of a member of immediate family (to be defined as husband, wife, son, daughter, parent or person in loco parentis, grandparents, grandchild, brother, sister, or a person living in the staff members' household). The amount of leave with pay normally will not exceed three days and is dependent on the amount of time for travel and the specific relationship between the staff member and the deceased. In each case the amount of time will be determined by the director with the approval of the Board of Trustees.
3. Other Loss
 - a. Up to four hours absence with pay to attend a funeral of a relative other than immediate family may be granted to all employees at the discretion of the director.
4. Jury or Military Duty
 - a. A staff member who is drafted for jury duty, is called as a witness in court, or is a member of the military reserves and ordered to temporary active duty shall be granted leave with pay under the conditions which follow and for the period necessary. During the period of this service the library will pay the staff member's regular salary less the amount received as jury member, witness, or member of the reserves on temporary active duty. Should the pay for such service exceed the employee's regular salary the library will pay no salary to the employee and will consider the employee's absence as authorized leave without pay.
5. Illness in the family
 - a. Any illness of a member of the immediate family which necessitates an employee to assist at home may be deemed legitimate use of sick leave, if the employee does receive sick leave. Such a determination shall be made by the director. If not approved, such time may be charged against vacation or taken without pay. Employees who do not receive sick leave may request time off to deal with the sickness without pay.
6. If not detrimental to the service of the library, a staff member may be granted at the discretion of the director a leave of absence without pay. Requests for such leave should be made in writing. If it is the director making this request, it must go through the Board of Trustees.

Leave

All requests for leave must be submitted to the director in advance to ensure adequate staff coverage for all shifts.



1. Vacations

- a. Part-Time employees do not accrue leave time. If a part-time employee wishes to take time off for a vacation or other personal reasons, they are permitted to take time without pay, as long as the shifts they would normally work are covered by another employee with experience in the position. Leave and coverage will be approved by the director in advance.
- b. Annual vacation pay is granted only to permanent, full time employees. The vacation leave may be taken any time during the year, as long as work-loads permit.
- c. The first six months employment shall be probationary during which no vacation benefits shall accrue.
- d. Employees leaving the library's employment after the probationary period shall receive pay for any accrued vacation.
- e. Vacation time may be taken as full or half-days and need not be consecutive.
- f. Holidays falling in a vacation period are not counted as part of the vacation allowance
- g. If possible, vacation vacancies shall be filled from the library staff without hiring extra help.
- h. Vacation days may be accumulated and shall be compensated at conclusion of employment.

2. Personal Days

- a. Each part time employee will be granted a determined amount of personal days at the end of the year to use whenever they want, depending on workloads and service schedules, which take priority over the employees' preference. Personal days may not be accumulated beyond the current year.

3. Sick Leave

- a. Sick leave with pay is allowed to all full time employees. The sick leave allowance is granted when employees are incapacitated by illness or injury, when they are hospitalized or confined following illness or injury, when they must be absent for medical, dental or optical examinations or treatment, or when quarantined following exposure to a contagious disease.
- b. Full time staff will receive 7 sick leave days per year. Any full time employee who is ill for longer than the period of unused sick leave may charge time lost to unused vacation leave or apply for leave without pay.
- c. Unused sick leave may be accumulated up to 14 days and carried to the next year indefinitely. The accumulated amount may be used in any year after the current years allowance has been used.
- d. Any employee out sick for more than three days is required to submit a note from a doctor before returning to work. Misuse of sick days shall be actionable grounds for dismissal from employment. Suspected misuse may result in demands for medical proof of illness.
- e. Should an employee on vacation leave become ill, the days lost because of sickness may be charged to any accrued sick leave and number of days taken as sick leave credited to unused vacation leave.
- f. Sick leave provisions are contingent upon continued employment. When service of an employee has been terminated, all sick leave credited to him or her shall be considered



terminated as his or her last working day with the library and no reimbursement shall be provided for unused sick leave.

Work Week:

1. A work week is defined as Sunday through Saturday.
2. Hours of Work
 - a. Individual schedules will be arranged by the director and subject to change depending on work load and demand.
 - b. Full time and salaried employees are expected to work at least 35 hours per week, depending on work load and demand.
 - c. All staff are required to be at work on time and not leave before the end of their shift.
 - d. Staff are also required to attend all training set up by the director, Board of Trustees or WVLC, even if that training is held on a day that the employee doesn't normally work. Staff will be paid for any extra hours needed to attend workshops or training.
 - e. Personal errands should be done either before or after work or on the employees' lunch break. Appointments should be scheduled for non-work days if possible.
3. Holidays
 - a. The library will be closed during recognized state and federal holidays during the year. Full time staff will be paid for these holidays, part-time staff will not be paid for the time off, but may be permitted to make up hours lost at the discretion of the director.
4. Meals and breaks
 - a. Part-time staff are permitted to take a paid lunch break not to exceed 45 minutes. Scheduling for lunch is up to the staff but should not conflict with workloads or special events, and all lunch breaks should be finished by at least a half hour before closing time.
 - b. Staff who are working a shift longer than 8 hours are also entitled to a half hour dinner break as well.
5. Compensatory Time
 - a. Compensatory time will not be given to any employee without approval of the director. In special situations compensatory time will be given to employees required to work beyond his or her normal working time.
6. Overtime
 - a. Hourly employees cannot accrue overtime unless approved by the director in advance.

Hiring:

1. Selection of employees is based solely on the requirements of the position, with due attention to appropriate educational, technical, and personal qualifications for the position, combined with prior work experience and references. As an Equal Opportunity Employer,



the Hampshire County Public Library does not discriminate in regards to race, religion, sex, gender, disability, age, national origin, ancestry, or marital status.

2. Appointment of members of the immediate families of board members or current staff is highly discouraged and requires Board authorization.

Training/Continuing Education:

1. Staff are required to complete a minimum of three (3) hours of continuing education per fiscal year. The director is required to complete a minimum of eight (8) hours of continuing education per fiscal year with the maximum hours awarded for any single event is four (4). For this purpose, continuing education means activities, including but not limited to attendance at conferences and workshops, for the purpose of maintaining and increasing job-related competence. Proof of attendance/completion must be submitted to the director. We will be following the WVLC Continuing Education Rules, Procedures, Advice & Guidance in regards to which continuing education modules will be accepted automatically and which will need prior approval from the director.

Promotions or Vacancies:

1. Promotions of current employees of the Hampshire County Public Library will be based solely on an applicant's qualifications for the position.
2. Vacant positions may be advertised in local newspapers and the local job service office. Open positions will also be advertised to the library staff. Any current library employees may express interest in any vacant position by stating such in writing to the Library director.

Separations, Resignations and Dismissals:

1. When employment with the Hampshire County Public Library ends, the employee will be issued a final paycheck. This final check will be calculated incorporating any time worked or owed to the employee (including accumulated leave or compensatory time) minus any leave, unexcused absences, or other obligations owed to the library by the employee.
2. Employees choosing to resign who hold professional library/information science degrees are expected to provide a 30 day advance notice in writing of their intention to resign to the director. Additionally, the director is expected to provide such advanced written notice to the Board of Trustees.
3. Employees not holding professional library/information science degrees are expected to provide a 15 day advance notice of their intention to resign to the director.
4. Unless, by action of the director or the Board of Trustees, the provision of providing an advanced resignation notice is waived (for special circumstances), failure to provide such notice will exclude the employee from any future employment with the library.



5. Employees may be involuntarily terminated from employment with the library for budgetary reasons (budget constraints, work load requirements and other reasons requiring a reduction in force of library employees), for an important deficiency in work performance, or because of personal conduct detrimental to the library as determined by the director and/or the Board of Trustees.
6. Should a reduction in force prove necessary, such employees will receive a two week notice or two week termination pay as conditions warrant. For six months thereafter, a list will be kept of the names of those laid off to be notified, in writing, of subsequent job openings with the library. Upon indication of interest in any openings, the laid-off employee will be considered and interviewed for any positions for which he/she meets the qualifications.
7. Dismissals of library employees will be made when the director determines that an important deficiency in work performance exists. If an existing condition or deficiency is of such a serious nature that the director believes that immediate suspension of the employee is necessary for the continued effectiveness of library operations, the employee may be suspended with or without pay and/or fringe benefits. This suspension will take effect immediately upon written notification to the employee. Suspensions may be permanent or may be for a specified period of time ranging from one to three weeks as outlined in the written notification of suspension.
8. No employee will be suspended, terminated, or laid off because of race, religion, sex, gender, disability, age, national origin, ancestry, or marital status. Furthermore, all employees have the right to utilize the library's grievance procedure if they believe such a violation has occurred.

Grievances:

1. Any grievance or matter of concern involving library employees should be presented to the director in writing, who will in turn report it to the Board of Trustees at the next scheduled meeting. Under no circumstances should the employee contact the Board of Trustees before bringing the matter to the director. Doing so will be cause for dismissal.
2. Any employee is encouraged to appear before the Board of Trustees if they feel their presence is needed to state a situation. This request should be presented to the director in writing prior to the next meeting of the Board of Trustees.