

Jefferson Public Library – Personnel Policy

The person appointed by the Board of Trustees as the Library Director shall be charged with sole administration of the library as outlined in the Library Director Job Description.

Employee Classification:

1. The library director is a permanent part-time employee regularly scheduled to work 18 hours per week. Additional hours, if needed may be approved by the trustees.
2. A library staff person is a part-time employee hired to substitute for the director in the director's absence or to regularly fill part of the director's schedule, not to exceed the total 18 hours per week.

The board of trustees appoints all other employees upon the recommendation of the library director. (RSA 202-A:11, V; A:16, II) and determines all compensation and terms of employment, including job descriptions, for every position.

3. Library Employees are *not considered employees at will*.
4. Employees may not be discharged or removed from their position except by the Board of Trustees.

RSA 202-A:17 Employees; Removal. – No employee of a public library shall be discharged or removed from office except by the library trustees for malfeasance, misfeasance, or inefficiency in office, or incapacity or unfitness to perform the employee's duties. Prior to the discharge or removal of any such employee, a statement of the grounds and reasons therefore shall be prepared by the library trustees, and signed by a majority of the board, and notice thereof shall be given to the employee not less than 15 days nor more than 30 days prior to the effective date of such discharge or removal. Upon receipt of said notice and within 30 days thereafter, but not otherwise, the employee may request a public hearing. If such request is made, the library trustees shall hold a public hearing on such discharge or removal. The hearing shall be held not more than 30 days after receipt of the request for the hearing, and if the trustees, upon due hearing, shall find good cause for discharge or removal of the employee, they shall order the employee's discharge or removal from office. There shall be no change in salary of such employee during the proceedings for discharge or removal nor until the final effective date of the order for discharge or removal. The provisions of this section shall apply to the employees of any public library except in a case where the city or town has personnel rules and regulations which apply to such employees and which make provision for a public hearing in the case of such discharge or removal.

Compensation, Hours of Work, and Other Employment Details

1. At the request of the Board of Trustees paychecks are prepared and distributed by the Selectmen's Assistant. Time must be accurately reported on a time sheet that is submitted to the town office. Paychecks will be distributed by the Selectmen's Assistant to the employee only unless employee provides written authorization for someone else to receive the paycheck.
2. Employee's are informed as to their rates of pay at the time they are hired. Rates of pay are reviewed *at least annually*.

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3. Employees are paid on a weekly basis on Tuesday for all hours worked during the previous week.
4. With prior approval by the trustees, legitimate expenses will be reimbursed. Receipts must be submitted. Pre-approved mileage expenses will also be reimbursed.
5. *If a volunteer covers so that the library can remain open during the posted hours (e.g. for pre-planned event, sickness or emergency). The Library Director can choose to work up to the budgeted 18 hours per week as the schedule allows. Library Director will not go over the budgeted 18 hours without prior trustee approval.*

Benefits:

1. The director is entitled to the following paid holiday's, provided that the holiday falls on a day when the library is normally open. Holiday pay will be the straight time hourly rate and for the regular hours normally worked on that day.
 1. New Year's Day
 2. Memorial Day
 3. Independence Day
 4. Labor Day
 5. Thanksgiving Day
 6. Christmas Eve Day
 7. Christmas Day
2. The director shall receive one week of paid vacation based on the hours that the director is currently working on a regular basis, not exceed 18 hours. Vacation time may not be carried over to the next year and the director will not be paid for unused, accrued vacation time at the end of the year.

Snow Days:

Employees are generally expected to report to work during inclement weather. However, there may be occasions on which the Town operations will be closed due to severe weather, in this case the library should be closed as well. The librarian is allowed to make the decision for Saturday and/or evening hours but will notify a trustee of the decision to close.

1. If town/library is closed due to inclement weather the director is entitled to be paid for total hours that would normally be worked on that day.

Confidentiality:

Library director will protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

Library Equipment

Personnel must adhere to computer and internet policy. All library equipment is the property of the library. Director is responsible for maintaining and when necessary

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recommending update of equipment and keeping Board of Trustees informed.

Personnel Records:

The town of Jefferson maintains certain records containing job related information on all employees to ensure compliance with state and federal laws and to keep a record of your progress as an employee. Personnel files for library employees, at the request of the Board of Trustees are maintained at the Town Office. The file may be inspected by the employee during regular business hours, however the employee may not be permitted to review the file if subject to an investigation at the time of the request and disclosure of such information would prejudice law enforcement. File inspection must be arranged through the Board of Trustees chairman and the Selectmen's Assistant. The employee may read, but may not remove any portion of the file. Copies will be provided upon request.

Employees may submit written statement, together with evidence supporting their position, if they disagree with any of the information contained in the file. The statement and evidence will be maintained as part of the personnel file.

Employees should notify the Selectmen's Assistant of any changes in name, address, telephone numbers, marital status, and dependents.