

Personnel Policies

Disclaimer:

These policies of the Olive G. Pettis Library (hereinafter known as “the Library”) are intended as guidelines only and are subject to change at the sole discretion of the Board of Trustees (hereinafter known as “the Trustees”). These policies should not be construed and do not constitute a contract guaranteeing employment for any specific duration. Although the Trustees hope that the employment relationship with each Library employee is long term, the Trustees may terminate this relationship at any time for malfeasance, misfeasance, inefficiency in office, or incapacity or unfitness to perform the employee’s duties. (RSA 202-A:17) Only the Trustees have the authority to enter into any employment agreement for any specified period or to make any promises or commitments contrary to the foregoing. Further, any employment agreement entered into by the Trustees shall not be enforceable unless it is in writing.

Recruiting and Appointing Employees of the Library

1. The Trustees have sole authority for the recruitment and appointment of all employees of the Library. (RSA 202-A:11)
2. To recruit a Library Manager, the Trustees will advertise the vacancy in a local newspaper, post a notice in the Goshen Post Office and at the Library, plus use other means of advertising if felt necessary. Applications will be accepted according to a published deadline for submission.
3. To recruit other employees, the Trustees will post a notice in the Goshen Post Office and at the Library.
4. The Trustees may, at their discretion, interview applicants, but have no obligation to interview applicants who appear to be unqualified based on their application.
5. Selection of the Library employees is based solely upon merit, with due consideration of personal and educational qualifications, as well as aptitude for each position. Educational and experience criteria for the position are listed in the Trustees’ official descriptions for each Library employee position.
6. The Library does not discriminate against qualified individuals based on national origin, race, color, sex, gender identity, creed, age, marital or familial status, sexual orientation, or mental or physical disability.
7. A newly hired employee will sign a copy of the applicable “Job Description and Contract” to indicate acceptance of the terms of employment. This signed document will serve as a contract between the employee and the Trustees.
8. The appointment of the Library Manager shall be for a renewable term of one (1) year and until a successor is appointed and qualified. (RSA 202-A:15)
9. When an individual is appointed to the position of Substitute for the Library Manager, that individual will be added to a roster of Substitutes who are eligible to fill in when the Library Manager is absent.
10. A prospective employee will be subject to a criminal background check at expense of Library.

Library Manager’s Work Week, Vacation, and Sick Leave

1. The Library Manager will work the regularly scheduled Library hours as set by the Trustees.
2. For days on which the Library is closed due to a legal State or Federal holiday, the Library Manager will receive regular pay.
3. The Library Manager will receive 5 paid sick days & 5 paid vacation days per contractual year, that do not accrue, after having served for six months. The Library Manager will not be compensated for sick or vacation time when employment ends.

4. The Library Manager will report to the Chairperson and Vice Chairperson when sick; two weeks advanced notice for vacation time. The Library Manager should attempt to contact substitute employees for coverage of time needed. If contact cannot be made Trustees should be notified.
5. The Library Manager may take personal time as negotiated with the trustees, as needed.

Health Insurance

1. Health Insurance coverage for the Library employees shall not be considered for any position under 36 hours.
2. The amount of coverage shall be determined by vote of the Trustees.

Salary and Pay Rate

1. The salary of the Library Manager shall be set by the Trustees and any salary increases will be considered only when the budget is prepared for the coming year.
2. The pay rate of other Library employees shall be set by the Trustees.
3. Each month non-salary employees must submit a report on the hours worked per week during that month. Time sheets will be signed and submitted to the Treasurer of the Trustees by Thursday of a pay week.
4. Payroll will be distributed biweekly.
5. All salaries are subject to the appropriation of sufficient funds by the Town Meeting each year.

Jury and Armed Services Duty

1. While serving on a jury, the Library Manager and any other Library employee with regularly scheduled work hours will be paid for scheduled hours less any stipend received for service by the courts.
2. If a Library employee is called to active duty in the armed services, s/he will be entitled to re-employment upon returning, in accordance with State and Federal law.

Performance Review Procedures

1. A performance review of each Library employee shall be conducted by the employee's supervisor at least once a year, or more often at the discretion of the supervisor.
2. The performance review shall be based on the Trustees' job description for each individual employee position and on personal goals for the employee as set by the employee and his or her supervisor.
3. The Trustees' official Performance Review form for the applicable position shall be used to structure the performance review and to provide a written record of the review.
4. All reviews shall be in writing and shall be reviewed by the Trustees.
5. All reviews shall be signed by the employee and his or her supervisor.

Dismissal of Library Employees

1. The Trustees are granted the specific power to discharge or remove Library employees from office "for malfeasance, misfeasance, or inefficiency in office, or incapacity or unfitness to perform the employee's duties." (RSA 202-A:17) In general terms, the Trustees may discharge an employee for cause, with written notice to the employee and, if requested by the employee within 30 days after that notice, the Trustees will hold a public hearing on the matter.
2. Notwithstanding the conditions cited in RSA 202-A:17, the Trustees may lay off an employee for lack of funds or other reasons beyond the control of the Trustees.

Grievance Procedure

1. Every reasonable effort should be made by supervisors and Library employees to resolve any questions, problems, or misunderstandings that have arisen before a grievance appeal is filed.
2. Grievance appeals may be filed by Library employees regarding employee safety or health, physical facilities, surroundings, material or equipment, supervisory and disciplinary practices, discrimination, or harassment.
3. As a first step, employees should discuss complaints with the Chairperson or Vice Chairperson of the Trustees, who will alert other Trustees, as needed. Complaints should be made within 12 days of the date of the occurrence of the problem.
4. The Trustees shall attempt to resolve the complaint and shall report the action to the employee in writing within 7 days of its presentation. Written records shall be maintained in the personnel file.
5. If the employee is not satisfied with the Trustees' resolution of the complaint, the employee must submit a grievance appeal in writing to the Trustees. The appeal should be submitted within 7 days after the Trustees' written response to the complaint.
6. The Trustees shall review the case and vote on a recommendation. The Trustees shall issue a written decision, which shall be final and binding, and present it to the employee within 12 days.

Confidentiality of Personnel Records

1. Personnel records are strictly confidential. The employee is entitled to access his or her own records. Access by the Trustees is on a need-to-know basis or as required by law. Medical and health information in an individual personnel file is held strictly confidential according to State and Federal law, which makes it a crime to disclose another person's medical status or to invade another's privacy.
2. Personnel records of Library employees shall be kept locked and stored in the Library.

Americans with Disabilities Act

A Library employee, if disabled, must be able to perform essential job functions as set forth in the applicable written Job Description, either unaided or with assistance of a reasonable accommodation to be determined on a case-by-case basis.

Non-Harassment Statement

1. The Library seeks to provide an environment in which everyone may work in an atmosphere of respect and dignity. The environment must be free of sexual harassment. To promote this environment, the Trustees will review with all staff and volunteer personnel the laws, policy, and procedures currently in effect, which have been designed to protect people from all forms of harassment. Harassment of any employee or patron by another is not only illegal as defined by Title VII of the 1964 Civil Rights Act and Title IX of the Educational Amendments of 1972 but also is a violation of the Library's policy and will not be tolerated.
2. Any person who believes they have been subject to such harassment is encouraged to report the matter to the Trustees. The Trustees shall investigate the matter in a nonpublic session to protect the privacy of all people.

Amendments

These policies may be amended by a vote of a minimum of three Trustees.