

SAMUELS PUBLIC LIBRARY MANUAL OF PERSONNEL POLICIES

Introduction

This manual of personnel policies of Samuels Library, Incorporated, d/b/a Samuels Public Library (“Library”), is to provide a reference resource for Library employees so that they may understand what they may expect of the Library and what is expected / required of them as employees. Since it is not possible to cover all situations and circumstances, when any questions arise the Library Director (“Director”) should be consulted for interpretation or clarification, including the possible applicability of other Library policies. If necessary the Director will consult with the Board of Trustees. Major sections are lettered for convenience of reference.

A: Equal Employment Opportunity Policy

See the [“Samuels Library Discrimination and Harassment Policy” approved by the Board 1-14-2013](#) which is incorporated herein.

All employment by the Library will be on the basis of merit and qualifications for all vacant positions. Library administration will avoid favoritism, prejudice, and discrimination in all forms during the employment process.

B: Employment of Members of Same Family

The Library discourages the employment of family members of any employee. Exceptions to this policy require the written approval of the Director.

C: Probationary Period

The first 6 months of any new employee's employment shall be considered a "probationary period". During this period, or upon completion of this period, a new employee may be released from Library service, or reassigned to tasks more suitable to the employee's abilities, or at the discretion of the Director, after review shared in writing with the probationary employee, the probationary period may be extended for no more than an additional 6 months.

D: Full Time, Part Time and Temporary Employees Defined

Full time employees are those employees that are salaried. Part time employees are those employees that are paid hourly. Temporary employees are employees hired on an indefinite, short period basis with no benefits.

E: Working Hours

Hours of work and the schedule of those hours shall be determined by the Director with 40 being the maximum authorized. Any employee working fewer than 40 hours per

week shall be considered part time.

Part time employees may be called in to work in addition to their posted schedule. Flexibility on the part of an employee is valuable, however, it is understood that an employee may not be available for an unscheduled shift. Time missed by a part time employee will be considered lost time, except in the case of time lost due to weather, any other unpredictable closing, or holidays that fall on a part time employee's regular part time work days. Then part time employees will be allowed to make up the lost time due to unpredictable closings, or holidays within three weeks of the pay period containing the weather related lost time.

F: Pay Period

Employees will be paid semi-monthly. The pay period will end on the 15th and on the last day of the month. The paycheck will be available on the 15th and on the last day of the month but if either date falls on a non-working day the paycheck will be available on the last working day prior to the pay period end date.

For this policy "working day" refers to a day the Library is open to the public.

G: Accommodations for Disabled Employees

The Library will provide reasonable accommodation to enable a qualified applicant to perform the essential functions of the job which she or he is seeking, and to enable an employee with a disability to perform the essential functions of a currently held job. Modifications or adjustments may be required in the work environment, in the manner or circumstances in which the job is customarily performed, or in employment policies. The goal is to allow an employee with a disability the opportunity to enjoy the responsibilities, benefits, and privileges of employment equal to those enjoyed by similarly situated non-disabled employees.

The Library will not be able to make an accommodation that could impose undue hardship on the operation of the Library. The American with Disabilities Act defines an undue hardship as an action that requires significant difficulty or expense. Each accommodation request will be handled on a case-by-case basis, taking the individual needs of the employee and the Library into consideration.

H: Basis for Promotion and/or Salary Increase - Employee Performance

See the ["Samuels Public Library - Compensation Adjustment Policy"](#), Effective: July 1, 2015, Approved by the Board 7-13-2015 which is incorporated herein.

During the month of June, every employee's performance will be reviewed and appraised by the employee's immediate supervisor and signed and approved by both their supervisor and the Director. The immediate supervisor will discuss his or her appraisal directly with the employee and agree on objectives for the upcoming year.

I: Holidays and Personal Days

1. Holidays - The following are paid holidays for all full time employees of the Library:

New Year's Day, January 1
President's Day
Memorial Day, Last Monday in May
Independence Day, July 4
Labor Day, 1st Monday in September
Thanksgiving Day, 4th Thursday in November
Day after Thanksgiving
Christmas Eve, December 24
Christmas Day, December 25
New Year's Eve, December 31

If a holiday other than Independence Day falls on a Sunday, the following day will be observed as a holiday. With the exception of Christmas, the Library will not be closed more than 2 consecutive days due to holidays. An employee must work the scheduled work day just before and the scheduled day just after a holiday in order to be paid for the holiday. The only exceptions will be employees on pre-approved leave.

The Director will assess the holiday schedule on a periodic basis to evaluate the effect of the closings on Library patrons and on Library staffing.

Part time employees do not get paid for holidays but can make up the time within three weeks.

2. Personal Days - Each full time employee may take 2 paid personal days each fiscal year. Personal days must be used within the fiscal year and may not accrue.

J: Leaves

Leaves of absence are provided by the Library to full time employees, and in certain cases to part-time employees, in the interest of their health and well-being. All leaves of absence must be applied for on a "Leave Request" form and be approved by the employee's supervisor. The supervisor is responsible to see that the department has sufficient staffing at all times and will discuss the requested leave with the Director before approval.

NOTE: The Library is not covered by the Family and Medical Leave Act of 1993 and has no Family and Medical Leave Act policy at this time

1. Annual Leave - Annual leave is earned. The amount of annual leave is determined by the length of continuous service as a full time employee of the Library. The following schedule applies to all full time employees:

1 through 4 years of service - up to 10 days paid annual leave

5 through 10 years of service - up to 15 days paid annual leave

11 or more years of service - up to 20 days paid annual leave

Annual leave accrues at the rate of 6 2/3 hours per month worked, 10 hours per month, or 13 1/3 hours per month according to the length of service. The Director will have final authority as to the annual leave schedule. A maximum of 5 annual leave days can be carried over into the new fiscal year.

The Director may approve annual leave days (expressed in hours) in excess of those accrued, which will result in a negative accrued hours balance. The negative balance shall not exceed 40 hours. Negative balances will be reduced under the above schedule as the employee completes additional months of work. If a negative balance exists upon termination, the appropriate amount will be withheld from the employee's last paycheck.

A full time probationary employee will not accrue annual leave during their probationary period. At the end of a successfully completed probationary period annual leave will be awarded for time worked according to the above schedule. Leave will then begin to accrue according to the above schedule.

Part time and temporary employees do not accrue annual leave.

2. Sick Leave - Sick leave shall be credited to a full time employee at the rate of 8 hours per month of employment.

Sick leave shall be credited to a part time employee at a rate of the number of hours worked per week times 0.10. Examples of part time sick leave earned:

10 hours worked per week = 1.0 hours sick leave earned
16 hours worked per week = 1.6 hours sick leave earned
20 hours worked per week = 2.0 hours sick leave earned
27.5 hours worked per week = 2.75 hours sick leave earned
32 hours worked per week = 3.2 hours sick leave earned

Sick leave may be taken for illness and/or medical appointments of the employee. Sick leave may also be taken for medical needs of a spouse, children, parents, or someone for whom the employee is the primary caregiver but may not exceed a total of 5 days per year. Planned leave should be pre-approved. If all accrued sick leave is exhausted, full time employees must then use annual leave. Part time employees may not carry over their accrued sick leave into the new fiscal year. Full time employees may accrue up to 720 hours sick leave (90 working days), but will not accrue additional sick leave until his or her total accrual drops below 720 hours.

Employees who retire or leave Library service after five (5) years of employment shall

be paid the sum of twenty dollars (\$20) per day for their accrued sick leave. If an employee should die while employed by the Library, sick leave balances will be paid to the surviving spouse or, if there is no surviving spouse, to the employee's estate.

A doctor's certificate which discusses the employee's ability to work during the period of absence may be required by the Director/supervisor when the illness exceeds three (3) consecutive work days or when there is reason to believe that there is abuse of sick leave benefit. When such proof of illness is requested and is not presented, the Director may grant leave without pay or vacation leave, or may treat the absence as grounds for disciplinary action.

Frequent or prolonged absences may affect the employee's performance, productivity, growth and development in the job, and may adversely affect departmental operations. Therefore, even when absences are legitimate and excused, frequent or prolonged absences may be a factor in eligibility for merit salary increases and for continued employment.

3. Maternity Leave - Full time employees may use any available sick leave or accumulated annual leave (in that order) during all or any portion of the maternity leave. Part time employees may use any available sick leave. Any additional time required will be taken as leave without pay.

4. Civil Leave - The Library recognizes that employees have certain civil or governmental responsibilities, such as jury duty, which they are expected to perform, and leaves of absence with pay or leaves of absence without pay will be arranged according to the length and type of responsibility. If an employee is paid for the service, the Library will pay the employee the difference between the amount received and their regular pay.

5. Funeral Leave - In the event of a death in the family, full time employees may take up to 3 working days, one of which is the funeral, as funeral leave without a deduction from salary or accrued annual leave time. Funeral leave may be taken for the employee's spouse, child, grandchild, sibling, parent, grandparent, or the same members of the employee's spouse's family.

6. Leave of Absence Without Pay - An employee may be granted, for cause, leave of absence without pay for a specified period of time. All annual leave must be exhausted before a leave of absence without pay can be requested.

K: Resignations

Unless altered by mutual agreement between the employee and the Director, 2 weeks' notice is required of all line employees leaving the Library and 30 days' notice is required from all supervisory employees. 30 days' notice is requested from line employees. Failure to give the required notice will jeopardize the employee's annual leave account.

L: Telephones

Telephones at the Library are for Library business. Therefore, unwarranted personal calls or excessive use of the telephone for personal reasons may be cause for disciplinary action.

M: Personal Mail, Email, Chat, Texting

Personal mail should not be directed to the Library. Use of Library letterhead stationary and the return addressed envelopes is permitted for Library business only. All employees are given an email account for business reasons and need to limit their use for personal business. Employees are able to access the Internet for emergency weather conditions and emergency situations and Library business. Employees need to limit their use of personal Chat, email, and texting from family members, or friends during their work time at the Library. Excessive personal use of any of the above may be reason for disciplinary action.

N: Medical Insurance Plan

The Library provides the basic cost of medical insurance for each full time employee. The employee is offered a chance to upgrade their plans to a more comprehensive plan.

The Library may terminate or modify this plan at any time. The details of this plan will be made available to each new employee and every employee each year. Changes in the program will be explained as they occur each year.

O: Retirement Benefits Plan

The Library provides a contribution to a 401(k) plan equal to 5% of the base compensation of each full or part time employee who meets the plan qualifications.

The Library may terminate or modify this plan at any time. The details of this plan will be made available to each new employee and every employee each year. Changes in the program will be explained as they occur each year.

P: Hours of Duty

Employees are expected to be at work at their respective work stations at the designated starting time for a shift of work. Employees working eight (8) or more hours will receive a sixty (60) minute lunch break, and employees working at least six (6) hours will receive a thirty (30) minute lunch break. The Library compensates employees for thirty (30) minutes of each lunch break. Each employee is expected to work until the end of their shift and then prepare for departure. Punctuality is important to the performance of the job; critical in evaluations, and when not observed may lead to disciplinary action. **NOTE:** juvenile employees will be afforded lunch and rest periods in accordance with Virginia law.

Q: Rest Periods

Rest periods of 15 minutes are allowed 1 per each 4 hour shift. Supervisors will be informed before a rest period is taken. During this time, an employee may not leave the Library. The rest periods are to be taken only as Library responsibilities allow for them to be taken. Rest periods can be taken while other employees are on break, but cannot create staffing shortages at the service desks. These 15 minute breaks are not to be taken in conjunction with arrival, departure, or lunch breaks. **NOTE:** juvenile employees will be afforded rest periods in accordance with Virginia law.

R: Employee Meetings

Regular employee meetings will be held in each department, and among the team supervisors. The minutes or information will be shared with all employees and on the department Wikis. All employees will then be responsible for the information contained therein.

S: Absenteeism

If an employee is unable to report to work, he or she must notify the Director, supervisor, or Operations Director not later than 9:00 a.m. on the day of the absence by phone giving the reason for the absence.

T: Personal Appearance

Employees must present a professional image in their attire. Neat, clean clothing and good personal hygiene are essential. The following items of clothing are not permitted:

- Jeans or shorts
- Tank tops, halter tops, muscle shirts, t shirts
- Torn clothing
- Sweat pants or sweat suits
- Flip Flops or flip flop type sandals

Friday is dress down day at the Library and employees can wear jeans but not t-shirts, tank tops, muscle shirts, halter tops, shorts, or flip flops.

U: Conflict of Interest

Each employee shall disclose to the Director any possible personal, familial, or business relationships that reasonably might give rise to a conflict involving the Library

Each employee shall disclose those substantive relationships they or members of their family maintain with organizations that do business with the Library, or that potentially could be construed to affect their independent, unbiased judgment in light of their decision-making authority and responsibility. If an employee is uncertain whether to disclose a particular relationship, the Director should be consulted.

The following definitions are provided to help employees decide whether a relationship should be disclosed:

- **Business Relationship:** One in which an employee, or a member of his or her family as defined below, serves as an officer, director, employee, partner, trustee, or controlling stockholder of an organization that does substantial business with the Library.
- **Family Member:** A spouse, parent, sibling, child, or any other relative if the latter resides in the same household as the employee.
- **Substantial Benefit:** When an employee, or a Family Member, (a) is the actual or beneficial owner of more than 5 percent of the voting stock or controlling interest of an organization that does substantial business with the Library or (b) has other direct or indirect dealings with such an organization from which the employee, or Family Member benefits directly, indirectly, or potentially from cash or property receipts totaling \$1,000 or more annually.

V: Grievance Procedure (When Not Specifically Set Forth Elsewhere)

Objective - to afford an immediate and fair method for the resolution of disputes which may arise between the Library and its employees. The following grievance procedure shall apply except where an employee is terminated.

First step. The employee who has a grievance shall discuss the problem directly with his or her immediate supervisor, or the Director if the grievance is with his or her immediate supervisor, or the President of the Board of Trustees if the grievance is with the Director. The specified reviewing person (reviewer) will meet with the grievant or the parties together if the grievance is with one or more other employees to try to mediate the problem. The grievance need not at this point be put in writing.

Second step. If the grievance is not resolved within 10 working days of step one, the grievant shall put the grievance in writing and deliver it to the reviewer. The grievant shall be given the opportunity within two days of submission of the written grievance, to meet with the reviewer. The reviewer may meet with any other persons involved as soon as possible. The grievant and other persons may have representation of his or her choice. A written reply to the grievant, and other persons against whom the grievance is made, if any, shall be made within 3 working days of the final meeting.

Third step. If the reply is not acceptable to the grievant or other persons against whom the grievance is made, if any, the grievant or other persons may request a meeting with the Executive Committee of the Board of Trustees (excluding the President if the President has been the previous reviewer). This request must be made in writing within 2 days of receipt of the written reply from second step. After receiving the request, the reviewer will have 5 working days to submit to the Executive Committee all names, documents, exhibits, etc. A meeting between all parties and the Executive Committee must be scheduled for no later than 10 days after the request for review is filed. The grievant and other involved persons or their representatives, shall at this meeting

present all claims, proof, witnesses and be prepared to answer questions from the Executive Committee members. All parties shall produce additional evidence and/or testimony as requested by the Executive Committee. The meeting shall be as informal as possible and formal rules of evidence shall not be applicable. The decision of the Executive Committee shall be given in writing to all interested parties not later than 15 working days after the meeting with the parties. The majority decision of the Executive Committee shall be final in all its determinations.

W: Disciplinary Action

All employees are given verbal warnings and or written warnings before any more serious action is taken. After a verbal or written warning the date and time of the meeting and what was discussed will be put in writing into the employee's file. A copy of the writing will be given to the employee and the employee may provide a written comment which will be included in the file. A remediation plan will be created after two warnings to help employee understand the changes needed. The evaluation will reflect any corrections made or still needed by the employee.

See also the provisions of the Compensation Adjustment Policy.

X: Termination

Employees are hired at will and can be terminated at will and without reason. The following are some examples of common reasons for termination of a Library employee:

1. Continued or gross neglect of duty.
2. Absence without leave or failure to give proper notice of absence.
3. Inability or unwillingness to render satisfactory service.
4. Insubordination and rude behaviors.
5. Incompetence associated with the habitual use of drugs, alcohol, or other illegal substances. Indulgence in drugs, alcohol, or other illegal substances on Library property.
6. Physical or vituperative altercations with employees or patrons.
7. Failure to report to the Director occurrences at the Library or relative to the Library, any incidents, conversational or otherwise, that would jeopardize the image of the Library or the Library's ability to conduct the Library's affairs in an orderly and responsible fashion.
8. Excessive absences that leave a department without adequate staffing.
9. Failure to follow the directives of these personnel policies or other Library policies.
10. Cutback in Library hours, lack of funding, or lack of need for certain services.

Y: Smoking - Smoking is not permitted on Library property except in the designated smoking area(s).

Revised on 1/1/84, 8/24/87, 5/12/88, 9/15/88, 10/17/88, 7/1/90, 7/15/92, 9/13/93, 11/23/98, 2/4/99, 3/22/04, 07/24/06, 7/09, 1/11/16