

Dorothy Hull Library – Windsor Township

Personnel Policy

Purpose

The purpose of this policy is to clarify and communicate conditions and governance of employment by the Dorothy Hull Library-Windsor Township.

Only the Library Board has the authority to change or modify this policy or to enter any contract of employment, or other agreement. All changes are to be approved by the Board.

Each employee serves at the pleasure of the Board on an at-will basis. This means that employment is for an indefinite period and is subject to termination, at the option of either the employee or the Library. When possible, a two-week notice is to be given prior to the ending of employment. Prior notice will not be given when termination is the result of inappropriate behavior, lack of funds, or due to emergency situations that may arise. Notice of termination is to be in writing (hard copy or electronic) and is to include the reason for the termination. In situations where no prior notice is given, notice of termination may be mailed within a week of the termination.

Full Time Staff

Library Director

The Library Director will be employed by the Library Board. The terms of agreements, qualifications, duties, working hours, leave time, benefits and compensation shall be determined by the Board and will be part of the Library Director's contract.

The contract of the Director shall be established by the Board consistent with the Bylaws of the Dorothy Hull Library. These are to be reviewed and updated by the Board, as needed.

The Director, along with the Board will determine the annual goals for the Director. The Director shall be evaluated by the Board in writing at least annually.

Library Program and Outreach Coordinator (POC)

The POC will be under the supervision of the Library Director. The terms of agreements, qualifications, duties, working hours, leave time, benefits, and compensation shall be determined by the Board along with the Library Director and will be part of the POC contract.

The contract of the POC shall be established by the Board along with the Director and consistent with the Bylaws of the Dorothy Hull Library. These are to be reviewed and updated by the Board as needed.

The POC along with the Director will determine the annual goals for the POC. The POC shall be evaluated by the Director in writing at least annually.

Part Time Staff

The Director is responsible for the development of library staff qualifications and duties. These are to be approved by the Board.

The Library Director has the responsibility of hiring and terminating employment of library staff. Hiring decisions and termination actions are to be done in consultation with the Board.

Each Library Staff member is to be evaluated in writing at least annually by the Director. A summary of those evaluations are to be shared with the Board.

Library Specialist

The Library Specialist may be employed up to 40 hours per week. The Library Specialist works directly with the Library Director and is responsible for the duties outlined in the Library Specialist job description.

Library Assistants

Library Assistant hours will vary as needed.

Salary and Hourly Wage Schedule

The Director and POC will be employed at a salary established by the Board and will be payable on a bi-weekly basis.

The Library Specialist and Library Assistants will be paid at an hourly rate established each year and will be paid on a bi-weekly basis.

All work hours will be documented using an effort-based time reporting tool. The Director's hours will be approved by the Board President. The POC, the Library Specialist and the Library Assistant hours will be approved by the Library Director.

During the annual budget process, salaries and hourly wages will be reviewed and determined for the following year.

Personal Leave Time

The Director and POC are granted personal leave time (PTO) in accordance with his/her contract. Leave time must be approved in writing, in advance. The Board President is authorized to approve the Director's request.

The Library Specialist is awarded 147 hours PTO per calendar year.

Library Assistants shall be awarded PTO based on hours worked. A minimum number of hours sufficient to comply with the Earned Sick Time Act rounded up to the nearest whole number will be supplied. In addition, one week of PTO proportional to their regular weekly hours worked will be awarded.

Holidays falling during a leave period are not counted as personal leave time and will be paid as if worked.

At the point of termination unused PTO time will be prorated and paid out at the salary/hourly rate earned just prior to termination.

All leave time will become available January 1st of each year.

In the event leave usage is not planned in advance, Library Staff will notify the Library Director no later than one (1) hour in advance of the time the Library opens to the public, or the event is to occur.

The Director will approve time off for the Library Staff with documentation on the effort based timesheets.

Scheduling Staff Coverage

The Director will schedule staff to cover the library's open hours as determined by the Board.

Breaks and Meals

Employees will have the option to take a paid break of up to fifteen (15) minutes per every four (4) continuous hours of work. Breaks may not be used to start a workday late or end a workday early, nor may they be combined with other breaks.

Employees working eight (8) or more hours a day may elect to take a preapproved unpaid meal break for 30, 45, or 60 minutes. During this time the employee shall not work and may choose to leave the library premises. Alternatively, employees may elect to decline to take a defined meal break and instead eat while continuing to work. If the employee remains working this will be considered compensable time.

Emergency Closures

As per the Emergency Closure policy, in certain conditions the Library Director may close the library or postpone opening the library. Staff scheduled to work during these periods will be paid for their regularly scheduled hours.

In the event of a local or national emergency requiring library closure for multiple consecutive days, staff will be paid at a rate and time approved by the board.

Telecommuting and Alternative Work Arrangements

The Board may approve telecommuting and other alternative work arrangements. These circumstances may include but are not limited to, work related to Library operations/programming, professional development, and staff meetings. Such arrangements are to be made in advance and include clear expectations, goals, and outcomes.

Telecommuting and alternative work arrangements shall not result in additional budget costs unless prior approval is given by the Board.

Holidays

The Library shall be closed on the following holidays: New Year's Day; Martin Luther King Day; Presidents' Day; Memorial Day; Fourth of July; Labor Day; Veterans' Day; Thanksgiving Day; Christmas Eve; Christmas; and New Year's Eve.

Additional closings will be determined by the Board at the November meeting for the following year. Assistants shall be paid for a holiday if it falls on their regularly scheduled day.

Employees regularly working over 32 hours per week will be entitled to one floating holiday per calendar year. The floating holiday must be used in an eight (8) hour block and will not roll over to the next calendar year if unused.

Disciplinary Action

The Library requires that employees maintain a standard of performance and conduct that contributes to the continuing excellence and orderly and efficient operation of the Library. The Library, in its sole discretion, will determine whether an employee's performance or behavior meets this standard.

Misconduct: Conduct, performance, or behavior, whether by act or omission that interferes with or adversely affects in any way the orderly or efficient operation of or injures the reputation of the Library. This includes any violation of rules, regulations, whether written or unwritten, or unsatisfactory work performance that is caused by other than a lack of capacity or ability, and off duty or off premises behavior which adversely affects the employment relationship.

Types of disciplinary measures.

1. Verbal warning or reprimand. A verbal statement of disapproval to the Library Director by the Board President or another Board member concerning the Library Directors misconduct. A verbal statement of disapproval to the POC, Library Specialist, or Library Assistant by the Library Director concerning his/her misconduct. A verbal warning or reprimand will be documented and placed in the staff members' legal personnel file.
2. Written warning or reprimand. A written statement of disapproval to the Library Director by the Board President. A written statement of disapproval to the POC, Library Specialist or Library Assistant by the Library Director. A copy of the written statement will be placed in the Staff Members' legal personnel file.
3. Discharge. Termination for misconduct.

Staff Professional Development

The Director shall attend meetings, conferences, workshops, etc., as needed to enhance Library operations and/or update professional knowledge. Library staff are encouraged to participate in professional development opportunities.

The Library Board shall budget annually an amount to assist in the payment of professional development activities.

Version	Adopted	Amended	Update Information
1	11-21-2002		
2-9		9-20-2012; 5-21-2015; 8-6-2015; 5-17-2018; 6-11-2020; 9-10-2020; 6-10-2021; 3-17-2022; 10-19-23.	
10		03-21-24	Added POC and Library Specialist information.
11		08-15-24	Changed Library Specialist hours from 32 to 40.
12		11-20-25	Removed references to the HR committee Chairperson.
13		08-20-26	Added Breaks and Meals section. Altered emergency closures, holidays, and PTO sections.