

Dorothy Hull Library Windsor Charter Township

Personnel Policy

This policy shall govern all library employees and their terms of employment by the Library. Only the Board of Trustees has the authority to change or modify this policy or to enter into any contract of employment, or other agreement, either orally or in writing. The Board shall formally authorize in writing any changes to this policy, contracts of employment or personnel agreements. All changes are to be voted on by the Board and/ or signed by the official designee appointed 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 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.

Library Director

Library Director will be employed by the Board of Trustees. Qualifications shall be determined by the Board and will include the State of Michigan Library certification requirements for a library the size of the Dorothy Hull Library.

The job description, salary and duties of the Director shall be established by the Board consistent with the By-Laws of the Dorothy Hull Library. These are to be reviewed and updated by the Board, as needed.

The Library is scheduled to be open 6 days each week and the Director is to be present on site at least four of those days, working the desk part of that time. The Board has the discretion to require additional hours if necessary to cover other assigned Director duties.

The Director shall be evaluated by the Board in writing at least annually.

Library Assistants

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

The Board may delegate to the Library Director the responsibility of hiring and terminating employment of Library Assistants. Hiring decisions and termination actions are to be done in consultation with the Board or the official designee of the Board.

Each Library Assistant is to be evaluated in writing at least annually by the Director.

Salary Schedule

The Director will be employed at a salary established by the Board and will be payable on

a bi-weekly basis.

The Library Assistants will be employed at an hourly rate established each year and will be paid bi-weekly.

During the annual budget process, the Director's salary and Assistants' hourly wages will be reviewed and determined for the following year. Salary increases are to take into consideration annual evaluations.

Benefits

Retirement benefits are available to the Library Director after 6 months of employment.

Medical and life insurance are not provided by the Library for any library employee. However, through Windsor Township and the Michigan Library Association, different supplemental insurance programs may be available for purchase by any employee working 16 or more hours.

Vacation

The Director is granted two library weeks of paid vacation each year after working six months. Holidays falling in a vacation period are not counted as vacation time. Vacation days will become available January 1st of each year. Vacation not taken in any year shall be compensated at the current salary and paid out at the end of each fiscal year.

An additional week of paid vacation will be added after 5 years of service and again after 10 years of service. At the point of termination, unused vacation time will be paid on a prorated basis.

Paid vacation is only provided to the Library director.

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Sick Leave

The Director is to be granted paid sick leave at the rate of two library weeks per year after six months of employment. Sick leave will become available January 1st of each year. Unused sick leave may be accumulated up to four library weeks. At the point of termination, unused sick leave will be paid on a prorated basis.

Assistants will accumulate paid sick leave at the rate of one hour for every 35 hours worked up to a maximum of thirty (30) hours. Unused sick leave may be carried over from one fiscal year to the next not to exceed the thirty (30) hour maximum. At the point of termination, unused sick leave will be paid on a prorated basis. The board by unanimous vote may increase the maximum cap earned by a library assistant to 45 hours on a case by case basis, keeping in mind budget constraints.

Sick leave may only be used for medical reasons. The Director has discretion to grant the use of sick leave for assisting with the medical needs of a family member or significant other.

Scheduling Staff Coverage

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

Holidays

The library shall be closed on the following holidays: New Year's Day; Memorial Day; Fourth of July; Labor 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 normal working day.

Staff Professional Development

The Director shall attend meetings, conferences, workshops, etc. as needed to maintain the Library's and director's accreditation.

Library Assistants are to participate in professional development opportunities as allowed by the Budget.

The Board of Trustees shall budget annually an amount to assist in the payment of Board approved professional development activities for the Director and Assistants.

Adopted 11-21-02; Revised 9-20-2012; 5-21-2015; 8-6-2015; 5-17-2018.