

**Dorothy Hull Library
Windsor Charter Township**

Personnel Policy

This policy shall govern library employees and their terms of employment.

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.

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 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 or the Human Resource committee.

Each library staff is to be evaluated in writing at least annually by the Director. A summary of those evaluations is to be shared with the Board.

Salary and Hourly Wage Schedule

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

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

All work hours will be documented using an effort-based time reporting tool. The Director's hours will be approved by the Board President and the library staff 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 is granted personal leave time in accordance with his/her contract. Leave time must be approved in writing, in advance. The Board President or Chairperson of the Human Resource committee is authorized to approve the Director's request.

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 personal leave time will be prorated and paid out at the salary rate earned just prior to termination.

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

The Director will approve time off for all 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.

Emergency Closings

Staff scheduled to work during periods when the library closes under the **Emergency Closure Policy** may be paid at a rate, and for a period of 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 and may match closings of the Windsor Township Office.

Assistants shall be paid for a holiday if it falls on their normal working day.

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.

- A. 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.
- B. Types of disciplinary measures
 - a. Verbal warning or reprimand. A verbal statement of disapproval to the Library Director by the Human Resource Committee/Chairperson or another Board member concerning the Library Directors misconduct. A verbal warning or reprimand will be documented and placed in the Library Directors legal personnel file by the Human Resource Committee.
 - b. Written warning or reprimand. A written statement of disapproval to the Library Director by the Human Resource Committee. The document will be placed in the Library Directors legal personnel file by the Human Resource Committee.
 - c. 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 professional development activities.

Adopted 11-21-02 Revised 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